



Role Profile: Deputy Head & Head of Senior School

Purpose

Operating as a key member of the Senior Leadership Team within the school, the Deputy Head will provide support and advice to the Headmaster and lead the development of teaching, learning and pastoral support of the pupils across the school in accordance with the high standards expected.

Key Accountabilities

- Leading the Senior School, providing a key example for staff, pupils and parents
- Operating as a vital member of the Senior Leadership Team within the school; providing support and advice to the Headmaster
- Deputising for the Headmaster in his absence, whilst keeping him informed of any important issues in a timely fashion
- Managing the development of the school as required by the Headmaster
- Leading the teaching staff, by example, in accordance with standards and expectations agreed with the Headmaster
- Implementation of policies and standards agreed with the Headmaster
- Undertake class or group teaching as required
- To complete duties and tasks as delegated from time to time by the Headmaster
- To ensure the good order and continued smooth running of the school in the Headmaster's absence
- To support the Headmaster and other members of the Senior Leadership with the running of the school
- To ensure that the Headmaster is at all times kept up to date with any issues that may affect the efficient and effective running of the school
- To pro-actively deal with situations within the policies and instructions agreed with the Headmaster, keeping him informed as required
- To develop teamwork and rapport amongst staff, and supporting the Performance Management process

Academic

Lead by example as a teacher and a line manager, achieving high standards of pupil attainment, behaviour and motivation through effective teaching

- Support teachers in the development and implementation of curricular initiatives
- Monitor the quality of teaching and learning, in line with the School policy
- Oversee the Senior School's organisation and management, including leading meetings to discuss teaching, learning and the delivery of School policies and practices
- Liaise closely with staff to ensure continuity and progression across the Senior School
- Planning for curriculum models, option choices and timetabling, so the resources of the school are appropriately utilised
- Leading the Academic Development Co-ordinator, to enable data to be effectively used to support teaching and learning
- Monitor and evaluate pupil achievement and attainment throughout the Senior School, ensuring appropriate steps are taken where issues are identified
- Liaison with SENDCo with matters regarding relevant pupils in the Senior School, ensuring that the Code of Practice for SEND is fulfilled
- Arrange cover for absent staff
- Co-ordinating the GCSE entries for pupils, and the assessment stages for the Senior School pupils

Pastoral Care

- Ensuring policies and procedures for the care of pupils are in place and implemented
- Co-ordinate the pastoral care of pupils
- Take the lead in promoting initiatives for the welfare of all our pupils
- Leading the Key Stage Co-ordinators and Heads of Year, to enable best practice in pastoral provision

Behaviour

- To be the Senior teacher responsible for implementing the school's Behaviour policy
- Ensure that staff and pupils are encouraged to insist upon and observe our requirements about behaviour in the Senior School

New Staff/NQT's

- Helping oversee the induction and professional development of new staff and NQT's

Whole School Issues

- Attending SLT & leadership meetings and contributing to discussions about school-wide issues
- Adhering to confidentiality requirements
- Covering for urgent and essential duties of other members of the senior leadership in the event of their absence
- Play a major part in pupil recruitment
- Be a significant presence at open events, Parents' evenings, extra-curricular events and during parental visits
- Be heavily involved in school-based activities of both an academic and a more social nature

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and pupil/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required
- To act as the Deputy Designated Safeguarding Lead
- To advise the Headmaster on safeguarding and Prevent Duty issues relevant to the Senior School

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• A good university degree	<ul style="list-style-type: none">• Advanced Child Protection Certification
Skills	<ul style="list-style-type: none">• Ability to develop and implement strategic plans• Evidence of continuous professional development	<ul style="list-style-type: none">• Knowledge of timetabling and issues associated with it• Evidence of successfully planning and implementing curriculum developments
Experience	<ul style="list-style-type: none">• Educational development• Ability to develop, motivate and lead a team• Full understanding and commitment to safeguarding all pupils	<ul style="list-style-type: none">• Ability to effectively manage a budget and deploy financial and human resource• Successfully managing a curriculum area
Other	<ul style="list-style-type: none">• Discreet and able to keep sensitive information confidential• Loyal to the school and its Senior Leadership Team• Flexible and adaptable and a good team member	<ul style="list-style-type: none">• Substantial experience across a broad range of educational activities

Key Stakeholders:

Internal – Senior Leadership Team, Teaching Staff, Non-Teaching Staff

External – Parents, and other external agencies as required

Signed: Name (print):

Date: