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| **Job Title** | Senior Deputy Head |
| **Date** | November 2021 |
| **Department** | Academic |
| **Reports to** | Head |

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| **Purpose of the Role** |
| The Senior Deputy Head (SDH) is a dynamic and forward thinking role that is the driving force behind all academic and pastoral matters. Acting as the Head, in his absence, this role is the first port of call for the day to day running of the school.  There is overall responsibility for the leadership and development of learning and teaching and for monitoring pupils’ academic progress. She/he will lead the management, review and development of academic provision at the School in conjunction with the Heads of Department.  The role leads on all pastoral matters and is the Designated Safeguarding Lead, working with the other deputy DSL’s, the DSL for Coram House and the nominated Governor with responsibility for Safeguarding as well as external agencies in ensuring the safety and well-being of all pupils.  The SDH will work with the Head of Boarding to ensure all boarders are provided with a safe, caring and nurturing environment. |

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| **Departmental Information** |
| Line manage the Pastoral and Academic Leads (PALS), Head of Learning Support and Heads of Department, Head of Boarding, Nurse and School Counsellor, PHSE/RSE and Sports Coaches  Supported by a dedicated secretary  Approximately 350 pupils of which around 80 are boarders. (in addition to 160 in Coram House, Junior School)  Academic staff of approximately 80 teaching and teaching support staff |

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| **Main tasks and responsibilities** |
| On a day to day basis the Senior Deputy Head will:  Be responsible for and oversee the day to day operation of the school  Actively foster the Quaker ethos of the school and promote its values to pupils, staff, parents and the wider school community.  **Academic**  Lead the Heads of Department to ensure outstanding academic provision in our school. Help ensure a broad co-curricular provision is on offer by constantly reviewing and challenging our curriculum and teaching and learning practices. Benchmark against other schools to ensure that we remain competitive with our offer.  Maintain an up-to-date knowledge and understanding of current legislation, examination specifications and classroom best practice in order to advise the Head, Leadership Team and School Committee on academic policies and procedures.  Identify and agree the curriculum staffing, and the subsequent staffing requirements, with the Head. Work with the HR Manager to identify a plan for the academic year and provide hands on support to the selection processes.  Work with the Head and Heads of Department to identify a succession plan that meets the needs of the school by identifying development needs and feeding into the staffing plan.  Monitor the performance of the academic departments and their data outputs by carrying out learning walks, reviewing marking, seeking pupil feedback and providing one to one coaching. Utilise the appraisal system to support this to ensure teaching staff have a specific focus based on their development needs and strengths.  Oversee pupil progress, primarily through the Pastoral and Academic Leads and also HODS, and ensure that the necessary action is taken so that all pupils make the expected progress.  Ensure that INSET and CPD effectively drives academic excellence by involving internal and external subject experts to deliver cost effective solutions.  Oversee the collation of statistical data for the Department for Education, ISC and other bodies as requested by the Head.  Take a lead in and assume responsibility for the academic/curriculum sections of the ISI self-evaluation form, ensuring that the School is fully prepared for ISI inspection in his/her areas of responsibility.  Keep abreast of developments in inspection criteria and implement plans to achieve excellence against the standards required.  Ensure that appropriate interventions are employed to support under-achieving students, those pupils where English is not their first language and all SEN pupils through the correct deployment of resources.  Liaise closely with Coram House Junior School and work in collaboration with the leadership team to ensure coherence across policies and approach in academic and pastoral provision.  **Pastoral**  Has day to day responsibility for pupil behaviour and discipline which is managed initially through a structure of PALS and Form Tutors. Oversee the maintenance of logs such as those for complaints and bullying and within the Child Protection Register.  Manage the School Nurse and Counsellor to provide a medical and mental well-being service to pupils and staff throughout the School.  Implement the pastoral systems to all pastoral teams and to ensure that communication of the School’s pastoral ethos and values are clearly disseminated through all School literature and the website.  Co-ordinate the child protection procedures in the School. Ensure that information is widely available for all to access.  Be the first point of contact for parents, pupils, teaching and non-teaching staff and external agencies in all matters of child protection.  Maintain links with the LADO (Local Authority Designated Officer) and other agencies.  Create and maintain a culture where unequal treatment, particularly harassment, is recognised and addressed.  Effectivity engage with pupils: encourage pupil voice throughout the curriculum.  Carries out pastoral duties during evenings and weekends.  **Leadership and Management**  Oversee and manage departmental budget by working with the Bursar to ensure financial compliance and work to achieve greater efficiencies.  With the Head and HR work to develop staff welfare and wellbeing and the  fostering of good staff relations  Acts as the champion for policy development and implementation in academic and pastoral areas. Keep policies under review and make recommendations for change to ensure they meet the school’s developing needs.  Work with the SLT to create, develop and maintain the Strategic Development Plan.  Ensure suitable cover for staff absence, either from within or external agencies to ensure the continuation of education with minimal disruption. Monitor the absence levels and work with the Heads of Department and HR to identify areas for concern.  Work with the HR department to employ the correct processes when dealing with staff capability and conduct to ensure everyone is striving to deliver their best and act in the school’s best interests.  Take responsibility for managing the school effectively and successfully in the absence of the Head.  Ensure the academic appraisal process is robustly carried out. Utilise the information from this to identify areas for development and for ongoing success planning.  Act as the Educational Visits Coordinator for the Senior School in liaison with the SDH’s Secretary.  Contribute to a number of school meetings providing the necessary information as required that relates to the role such as Committee (Governng Body), Health and Safety, SLT, ad-hoc project teams and parental and agency meetings.  Co-ordinate the Entrance Examinations, in conjunction with the Director of Marketing, Admissions and Communications and other members of academic staff. Oversee the transition process into year 7 with Coram House, the PAL and feeder schools.  Encourage staff participation for PGCE students and strive to become the school of choice for placements.  Work with the HR Manager to run the new staff induction programmes and induction days to ensure that all new staff feel welcomed and appropriately briefed.  **Communications, Marketing and External Links**  Assist with our messaging to parents and staff including oversight of school  communications including, parents’ evenings and other key events.  Work with the Admissions team, in particular the Director of Marketing and assist with pupil recruitment by representing the school at marketing events, as and when required.  Assist with induction and admissions with the Head and ensure that all pupils have a consistent, thorough and warm welcome to the School.  Manage the pre-planned school calendar and manage, when relevant, all major school events – including Open Days, taster days - as well as other key dates and major events in the academic year.  Ensure regular consultation with parents, pupils and staff on School policy.  Represent the Head at all Parent School Association meetings, acting as main  point of contact between the school and the PSA.  **All school staff are expected to:**  Contribute to the school’s programme of extra-curricular activities.  Work within the school’s health and safety policy to ensure a safe working  environment for staff, pupils and visitors.  Work to promote equality of opportunity for all pupils and staff, both current and prospective  Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues.  Adhere to policies as set out in the staff handbook.  Undertake other reasonable duties related to the job purpose as required from time to time by the Head. |

Ackworth School is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment.

Job descriptions may be subject to review from time to time and can be altered or amended to meet the changing requirements of the School. They are not designed to limit the extent of the role but instead to outline the main tasks and responsibilities.