



**Wetherby Preparatory School
Marylebone W1**

Job Specification

Deputy Head

The post holder will be required to:

1. Represent the School in the absence of the Headmaster;
2. See Prospective Parents and present the school in a positive manner;
3. See Current Parents and deal suitably and positively with any issues raised;
4. Oversee, in conjunction with the SMT, the teaching of all subjects throughout the school;
5. Contribute to the day to day running and administration of the school, having regard to the quality of its pastoral, academic and extra-curricular life;
6. Have a day to day concern for the appearance and tone of the school, including particularly the behaviour, discipline and attitude of the pupils;
7. Undertake all teaching, administrative and leadership tasks as are delegated by the Headmaster;
8. Co-ordinate staff induction, including ECTs, as well as all staff CDP;
9. As Designated Safeguarding Lead (DSL), you would be responsible for safeguarding and child protection (including online safety);
10. Ensure the smooth running of all School events, such as Prize Giving, the Carol Service, Open Days and Parents' Evenings;
11. Assist in the production of all policy documents;
12. To contribute to and participate in the recruitment of new teaching staff as required by the Headmaster.

13. Liaise with Assistant Heads/Heads of Year, Form Tutors and Class Teachers regarding pastoral and academic matters;
14. Have responsibility for sustaining and promoting the ethos, dedication and morale of the Staff Room;
15. Abide by the objectives and targets of the school, and follow the procedures and practices utilised in all aspects of the work, including computerised and manual systems and the maintenance of relevant records;
16. Fulfil personal requirements where appropriate with regard to school policies and procedures, particularly safeguarding, health and safety, equal opportunities, customer care and promotion of the school's core values.

Qualifications

The successful candidate should possess the following experience, qualifications and qualities:

- a) Enormous energy and commitment for the post and the ability to work in harmony with colleagues;
- b) Experience at teaching to Common Entrance and Scholarship level is preferable;
- c) Experience of organising and supporting colleagues;
- d) A university degree and/or recognised teaching qualification;
- e) Excellent organisational skills;
- f) Good health and an excellent record of attendance;
- g) Sympathy with, and a readiness to support, the school's educational ethos;
- h) A suitable knowledge of all pertinent computer skills and an ability to use computers as a teaching resource and for school and personal administration;
- i) A good sense of humour.

The salary for Deputy Head is set according to the Leadership Scale of the Alpha Plus Group. The DfES Pension scheme is available to all staff with QTS.

(You) have responsibility for promoting and safeguarding the welfare of children and young people for whom you are responsible, or with whom you come into contact in the school. It is your responsibility to adhere to and ensure compliance with the school's Safeguarding and Child Protection Policy at all times. If at any

time you identify any instance that a child or young person is at risk you must report your concerns immediately to the Designated Safety Officer, DSO or the Head.

Note: This job description is indicative of the duties and responsibilities of the post but does not form part of any contract of employment. All jobs within the school evolve over time and their features vary from year to year.

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