



**Willoughby School**

**Deputy Headteacher**

**Job Description**

The Deputy Headteacher will work closely with other members of the Senior Leadership team in supporting the Headteacher to guarantee the highly effective day-to-day running of Willoughby School. They will be expected to deputise for the Headteacher as required. The Deputy Headteacher will be a member of the Senior Leadership Team and be directly responsible to the Headteacher.

The Deputy Headteacher will be responsible for providing outstanding academic and pastoral care to all of the pupils at Willoughby. The primary role will be to provide a positive, secure and happy environment in which all pupils can flourish. They will ensure outstanding standards of educational and pastoral care so that all pupils can feel happy and safe, resulting in outstanding individualised academic progress. The purpose of the leadership role is to:

- Provide strategic leadership and operational management to promote the teaching learning and assessment, personal development, behaviour and welfare and outcomes for pupils
- Ensure that student progress and outcomes continue to improve
- Ensure that attendance continues to improve
- Assist in leading and managing the school
- Hold accountable, support and develop, all staff to ensure high standards of learning, teaching and behaviour management
- Support the raising of student achievement throughout the school
- Ensure the safety and safeguarding of pupils

The Deputy Headteacher is expected to promote and uphold the aims and ethos of the School. The specific duties of the Deputy Headteacher will be shaped around the particular strengths and skills of the successful candidate. They will include some of the following responsibilities and may include others as defined by the Headteacher as the post holder's responsibilities, skills and interests, evolve.

**Willoughby School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

The Deputy Headteacher will lead and be responsible overall for:

#### **Leadership and Management**

- In consultation with the Headteacher, the academic and pastoral life of the School
- Ensuring that the communication of the School's ethos and values are clearly communicated and disseminated to pupils, staff and parents
- Ensuring policies relating to the educational and pastoral welfare of pupils are up to date, understood and followed
- Ensuring that staff are held accountable for the successful implementation of these policies

- Having a strategic and managerial input into the training needs of all staff
- Reporting to the Governing Body on matters relating to relevant sections of school leadership
- Producing, collating and maintaining inspection documentation, including the updating/revision of the School's Self Evaluation
- Writing, collating and maintaining inspection evidence including the updating and revision of the School Improvement Plan
- Developing Quality Assurance procedures across the school

### **Teaching and Learning**

- Working with the Headteacher and Assistant Headteachers to monitor and ensure Teaching and Learning throughout the school is consistently good and outstanding
- Working with the Headteacher and Assistant Headteacher colleagues to develop a systemised process to tackle pupil and staff underperformance
- Undertaking regular evaluation of staff towards agreed improvement objectives through the School's performance management processes

### **Assessment**

- The assessment, recording and reporting and the effective use of data to ensure progression, achievement and attainment
- Provide assessment data and reports to monitor pupil progress
- Reviewing student progress against target grades and intervention strategies where necessary
- Lead Assessment for Learning CPD for teaching and support staff

### **Personal Development**

- Overseeing and developing class time and assemblies to ensure they are used to develop the pastoral and spiritual lives of the pupils
- Track monitor and action under-performance through potential barriers to progress
- Track, monitor and action incidents of bullying
- Track, monitor and action racial incidents
- Take a lead role in relation to child protection
- Observe lessons and participate in work scrutiny, providing high quality feedback which will directly impact on progress

### **Behaviour and Safety**

- Implementing and overseeing the system of rewards and sanctions adopted by the school, including the communication of these to parents and the process of detailed record keeping across the School
- Leading on matters relating to the School's disciplinary procedures
- Ensuring behaviour management and positive handling plans are written, detailed and followed by staff and communicated to parents
- Lead on operational Behaviour issues
- Lead the rewards system to motivate students
- Lead on the Anti-Bullying Policy to ensure that Equality and Human Rights are met through the management of behaviour
- To ensure that the implementation of the Rewards and Sanctions Policy meets the needs of all students

- Promote and lead on Inclusion strategies for behaviour
- Lead Behaviour for Learning CPD for teaching and support staff
- Work to raise the attendance of students across the school
- To work closely with the Headteacher and Assistant Headteachers on the School's Improvement Plan

## **Welfare**

- Holding regular meetings with stakeholders including: Teachers, Teaching Assistants, visiting professionals, parents and carers
- To lead on strategies to achieve outstanding levels of participation and attendance
- To manage day-to-day requests for pupil absence
- To develop action plans for those occasions when pupil have persistent absence
- Overseeing the School's Healthy Eating Policy and dining arrangements
- To coordinate pupil surveys and to chair the School Council, implementing actions plans as required
- Undertaking regular evaluation of staff towards agreed improvement objectives through the School's performance management processes
- To oversee, implement and approve all risk assessments for off site visits
- To oversee the strategic medical support and needs of all pupils
- To liaise with and coordinate the work of visiting professionals including: Occupational Therapists, Physiotherapist, Speech and Language Therapist, Social Workers and CAMH workers

## **Outcomes for pupils**

- Working closely with class teachers, parents, outside agencies and stake holders to ensure a successful transition for all pupils, to the next relevant stage of the educational career.
- Furthering extra-curricular activities to promote pupil learning and independence
- Ensuring that the curriculum is relevant, personalised and independence led
- Ensuring that relevant accreditation is accessible and attainable for all pupils
- Managing the assessment and reporting cycles, including reporting to parents and parents' evenings
- **Other Specific Duties**
- To play a full part in the life of the school community, to support its distinctive ethos and mission and to encourage staff and pupils to follow this example
- To actively promote the School's corporate policies
- To continue personal development as agreed
- To comply with the School's Health & Safety policy and undertake risk assessments as appropriate
- To comply with the School's Professional Dress Policy and Code of Conduct
- To undertake any other duty as specified by STPCB not mentioned in the above

The successful candidates will be expected to teach approximately a 20% timetable. They will also be expected to contribute to, and support, the extra-curricular and pastoral life of the school.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any reasonable

request from the Headteacher to undertake work of a similar level that is not specified in this job description.