



1. INTRODUCTION

- 1.1 POST HOLDER:**
- 1.2 Post Title:** DEPUTY HEADTEACHER (CONDUCT, CARE AND CULTURE)
- 1.3 Salary:** L19-L23
- 1.3 Reporting to:** Headteacher
- 1.4 Start Date:** (By negotiation)

2. PURPOSE OF THE POSITION

- To lead on ensuring the highest standards of student behaviour that encourage respectful interactions and positive attitudes across the school
- To lead the pastoral team in ensuring the highest standards of care and support to enable students in making the best possible progress
- To lead the pastoral arrangements of the school, including tutor time activities and tutor organisation
- To lead in the smooth and orderly running of the school with regards to aspects of the school calendar, cover and duty rotas
- To contribute to the strategic planning of the school, including communications with all stakeholders
- To promote a culture of honesty, effort, adventure, resilience and tolerance
- To lead the Student Needs, attendance and Progress group (SNAP) to triangulate support and interventions as necessary
- To deputise for the Headteacher as necessary

2. KEY RESPONSIBILITIES

The role includes such responsibilities as:

- Lead the development and implementation of the school's behaviour, pastoral and safeguarding strategies, ensuring the highest possible standards across the school
- Implement and evaluate policies that promote student behaviour, using appropriate data to identify trends and measure impact and effectiveness
- Implement and evaluate policies that promote pastoral care, liaising with appropriate external agencies as necessary
- Promote high standards of student behaviour that encourage respectful interactions and positive attitudes across the school and ensuring all staff uphold these standards
- Collaborate with the Leadership Team (LT) to contribute to whole-school strategic planning, particularly in areas impacting student behaviour, pastoral care, inclusivity and safeguarding
- Ensure the behaviour and pastoral policies integrate with academic and enrichment priorities to enrich the quality of education for all pupils
- Oversee and manage all aspects of cover to ensure the smooth running of the school
- Oversee and manage the school calendar, ensuring the smooth running of the school and appropriate communication and management in relation to school events
- Organise and coordinate the staff duty rotas and assist rotas
- Lead weekly staff briefings to ensure appropriate communication with staff with regards to students and school events
- Supporting colleagues, including all other members of the leadership team, in their work to develop and improve the school
- To work alongside all staff in ensuring equality of access and progress
- Liaise with and report to the Trust Board as necessary

DEPUTY HEADTEACHER: CONDUCT, CARE AND CULTURE Job Description

<p style="text-align: center;">Leadership Behaviours</p> <ul style="list-style-type: none"> • Effective and motivational leadership style that encourages participation, innovation and confidence • Highly effective communication and interpersonal skills • Ability to lead, coach and motivate staff within a performance management framework • Strong written and oral communication skills • Resilience and motivation dealing with day-to-day challenges while maintaining a clear vision and direction aligned to that of the school • A role model to staff and pupils • Excellent organisational and prioritising skills 	<p style="text-align: center;">Leading External Relationships</p> <ul style="list-style-type: none"> • Skilfully manage and maintain effective working relationships with all stakeholders • Be a key point of contact for all stakeholders as necessary • Ability to analyse and communicate (where appropriate) student data • To use appropriate data to review effectiveness, monitor impact and to drive school improvement
<p style="text-align: center;">Teaching and Learning</p> <ul style="list-style-type: none"> • Identify and implement strategies for raising the progress, attainment and wellbeing of students • Support the training and development of teaching staff to improve the quality of teaching and raise the level of expectation in lessons as outlined in the Teachers Standards • Support the Headteacher in leading whole school planning and assessment through accurate record keeping and data analysis • Maintain a teaching timetable as required, modelling exceptional practice in terms of classroom teaching, preparation, marking, assessment and professional behaviour in line with Teacher Standards 	<p style="text-align: center;">Safeguarding and Welfare</p> <ul style="list-style-type: none"> • Adhere to the Trust's safeguarding policies and practices, reporting concerns to the DSL and DDSL as necessary • Adhere to appropriate Trust, Local and National policies related to safeguarding • Demonstrate a commitment to safeguarding all members of our community, providing equality of opportunity • Promote inclusion in the school community and access to the facilities and extra-curricular opportunities

3. OTHER

This job description is not necessarily a comprehensive definition of the post. It will normally be reviewed during the performance management process but it may be subject to modification or amendment at any time after you have been consulted.

4. SIGNATURES

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

