

# King's College

## *Soto de Viñuelas*

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### JDSV46 Job Description

## *Deputy Head*

### *Job Purpose*

- Responsibility, through the Executive Head, for the academic progress, standards and pastoral care of all pupils.
- The post holder is responsible for the smooth day-to-day running of the school, ensuring regulatory compliance, smooth and harmonious communication across the parent, staff and pupil bodies, and should be ready to substitute effectively in the absence of the.

### *Reporting chain*

- Accountable to the Head for ensuring the success of the whole school in both academic and non-academic terms.
- Responsible through the Headteacher for the provision of a current English and Spanish curriculum and for ensuring that the whole school meets or exceeds all required standards as defined by the relevant regulatory bodies.
- Directly line-manage a range of senior leaders as directed by the Head.

### *Areas of responsibility*

#### **Strategic direction and development**

- Support the vision, ethos and policies of the school, and of Inspired, and promote the highest levels of achievement and attainment.
- Support the evaluation of the effectiveness of the school's policies and developments.
- Oversee specifically the calendar, events, activities and pupil behaviour, leadership and personal development alongside their academic development
- Be a member of and chair committee meetings as directed by the Headteacher.
- Translate the school's vision into agreed objectives which are reflected in an ongoing Whole School Improvement Plan, in line with school planning cycles, and develop appropriate mechanisms for regular monitoring and review.

#### **Leadership**

- Develop and maintain a culture of high expectations for self and others.
- Develop and maintain positive working relationships with and between all staff and provide and sustain motivation.
- Develop and maintain effective strategies and procedures for staff recruitment, induction, professional development and performance review which deliver intended and agreed outcomes.

- Develop an ethos which ensures regular involvement of staff in school developments and encourages collaboration, innovation and individual and team creativity.

### **Pastoral care and standards**

- Be responsible for maintaining good discipline and a high standard of behaviour throughout the school and lead on any significant issues.
- Ensure there is a regular programme of assemblies and tutorial activities, effective systems of supervision during pupil breaks and lunchtime.
- Provide leadership in the strategy for pupil activities, both co- and supra-curricular.

### **Teaching and learning**

Working with the Heads of Secondary and Primary :

- Promote excellence in teaching and learning, ensuring a continuous and consistent school-wide focus on pupil achievement and development .
- Ensure that an appropriate English curriculum is developed, maintained and followed, and that progress is monitored through use of performance data, benchmarks and regular self evaluation.
- Monitor, evaluate and review classroom practice and ensure pertinent, relevant and regular professional development for all staff.
- Ensure that pupil support systems are in place and promote and monitor high standards of pupils' conduct (including dress, manners and general behaviour)

### **External links**

- Maintain effective relationships with parents and other members of the community, to ensure an excellent local reputation and to develop a partnership.
- Monitor the school website's use and content.

### **Management**

- Ensure all school resources are managed strictly within allocated budgets and ensure that value for money is at the core of all financial activities.
- Within the school's strategic plan, ensure a realistic workforce plan to recruit, retain and deploy staff as appropriate, and have an oversight of staff absence.
- Ensure an effective programme of staff training in September and June, and at other points in the academic year.
- Oversee the organisation of Parents' Evenings and the preparation and timely distribution of pupil reports.

### **Supporting the work of King's Group and Inspired**

- Develop strong, positive relationships with other King's Group and Inspired colleagues and support other staff in participating collaboratively.