

Job Description



Job Description for Deputy Headteacher Secondment

Full Time
(permanent)

Leadership Scale 17

Start date: Secondment started October 2023

Responsible to: Headteacher

Job purpose: To lead and co-ordinate the improvement of Baines School Culture to ensure that students are Encouraged, Engaged and Empowered to be the best version of themselves

To deputise for the HT as required.

To support the strategic development of attendance by increasing attendance to be at least in line with national average and reduce persistent absence to be at least in line with national average.

To support the strategic development of a culture of positive behaviour, behaviour for learning and attitudes

Responsible for:

Quality assuring all aspects of Behaviour Management across the school, including On Call systems, transition timetable, the Consequence system, Detention systems and identification of hot spots and staff who need further Behaviour Management training.

Quality assuring all aspects of Attendance strategies across the school, including short and long-term methods of interventions.

Liaising with other schools to ensure best practice is shared for both behaviour and attendance

CORE DUTIES:	<ul style="list-style-type: none"> ▪ Strategic quality assurance of the leadership of behaviour and conduct, including staff development, interventions and improvements ▪ Strategic quality assurance of the leadership of attendance systems ▪ Support the Headteacher in developing new strategies to develop Teaching and Learning across the school ▪ Support the Headteacher in ensuring that all senior leaders are held to account ▪ Support the headteacher in ensuring that all middle leaders are held to account ▪ Lead all staff investigations in school ▪ Strategic leadership of the Progress Leaders <p><u>Line Management</u></p> <p>Progress Leaders Shared line management of AHT i/c Behaviour and AHT i/c Attendance</p>
Staffing:	Line management of staff as indicated above. In addition, as a Senior Leader the post holder may be involved or lead on the recruitment of some staff.
Quality Assurance	<p>The post holder will quality assure and regularly review behaviour management systems and analyse behaviour data.</p> <p>The Post holder will quality assure and regularly review the attendance systems in school.</p> <p>The post holder will quality assure the effectiveness of the Progress Leaders</p>
Management and Relationships	<p>The post holder will model 'positive, professional, perseverance' with all staff and students.</p> <p>The post holder will have professional relationships with colleagues</p>
Communications	The post holder will be the central point of contact for all investigations
Marketing and Liaison	The post holder will support the marketing and promotion of the school
Management and resources	The postholder will quality assure the management of resources with regard to behaviour and attendance, including staffing.
Teaching	<p>To undertake assessment of students as requested by external examination bodies, departmental and school procedures.</p> <p>To mark, grade and give written/verbal and diagnostic feedback as required. The postholder will undertake an appropriate programme of teaching for a senior leader.</p>

Other duties	<p>To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.</p> <p>To support the duty structure within school on a day to day basis. To carry out any other reasonable duty directed by the Headteacher.</p>
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