****

**JOB DESCRIPTION**

**JOB TITLE:**  Deputy Headteacher

**GRADE:** Leadership scale - L18 -23

**RESPONSIBLE TO:** Governors, Headteacher

**JOB PURPOSE:**

To ensure high quality education in Teaching and Learning and Pastoral care and welfare for the whole school community, with a continual improvement in standards of:

* Leadership and Management
* Teaching and learning and progress
* Student Personal Development
* Pastoral care, welfare, and behaviour
* Assessment, achievement, and attainment
* Staff development, care and wellbeing
* Other priorities as identified with the Headteacher within the remit of the Deputy Headteacher role and responsibilities.

To contribute to the development, review and extension of the distinct ethos and identity of the school: its vision, aims and objectives through strategic leadership and direction.

To assist in formulating policy, guidance and direction to assist in the structures and systems to ensure the smooth organisation and day to day leadership and management of the school.

To support school improvement plans and self-evaluation reporting.

To commit to personal professional development and training to support the role and responsibilities of the deputy headteacher.

To undertake professional duties and responsibilities of the Headteacher in the event of their absence, working alongside other members of the SLT

To carry out professional duties expected of a deputy teacher as per current schoolteachers Pay and Conditions Documentation.

**KEY RESPONSIBILITIES**

Whilst many of the following have specific individual leads across school the Deputy Head will be expected to maintain:

* Whole school oversight of the Quality of Education
* Whole school oversight for Personal Development
* Whole school oversight of Behaviour and Attitudes; restorative practise, behaviour for learning, physical intervention and Thrive models.
* Whole school student welfare including safeguarding, child protection and children who may be looked after or have a level of social care and/or Early Help input
* Act as the Designated Senior Lead in school (DSL)
* Whole school pastoral responsibilities, inc. contact and liaison with parents and families
* Whole school liaison with other professionals and multi-disciplinary agencies
* Whole school approaches to supporting child mental health and resilience initiatives
* Whole school oversight of medical, healthcare and any other physical needs of students, Inc. Moving and Handling oversight.
* Whole school oversight for planning, recording and reporting specific grant income such as Pupil Premium
* Leading the facilitation of the annual review process and oversight of EHCP outcomes and IEP targets
* Lead representative of management committee to maintain oversight of after school and holiday club activity
* Whole school lead and oversight for Coaching and Mentoring teachers who are on Early Career Framework (formerly NQT’s)
* To be an active participant in the Senior Leadership Team and support:
1. Day to day school management and leadership
2. Hierarchical line management and leadership of all school staff
3. Performance Appraisal as reviewer for identified individual/groups of staff
4. Resource management
5. Staffing deployment
6. Behaviour management
7. Pastoral welfare of students
8. Policy development, review and revision
9. Teaching commitments as required
10. Any other aspects of leadership and management linked to role and responsibilities

**PRINCIPAL DUTIES:**

**Ethos and vision –**

* Contribute significantly to, and support the school ethos, vision and overall ‘mission’. By setting a positive example and role model for all staff and students to follow and playing a full and active part within the school community.
* Support and promote actively the school and its corporate policies in all arenas.
* Support the school in meeting any statutory requirements.

**Strategic/operational planning –**

* To be an active member of the senior leadership team of the school
* To work with the HT and SLT to develop, implement, monitor, review and evaluate the school Improvement Plan and School Self Evaluation documentation.
* Provide information and reports, objective advice and support to the HT, SLT, AHTs. and Governing Body as required.
* To develop, implement and review whole school policy, guidance and procedures.
* To oversee the development of an appropriate timetable, curriculum, resources, schemes of work, assessment, and teaching and learning strategies in order to provide breadth, balance, coherence and relevance in order to meet the needs of the individual students.
* To work jointly with the HT and SLT to ensure the efficient and effective deployment of resources including budget spending.
* Support the HT in ensuring all involved with the school are committed to its vision, aims, and objectives and are accountable to securing success; leading by example and providing a positive demeanour that inspires and motivates others.

**Teaching and learning –**

* To be prepared to undertake an appropriate teaching commitment as may be required
* To work jointly with the HT, SLT and AHTs to plan, timetable, organise, monitor and evaluate the whole school curriculum to ensure **all** students have access to broad, balanced, positive, progressive and relevant teaching and learning opportunities.
* To lead whole school development and innovation regarding Quality of Education
* To support the HT and leaders in school to monitor and evaluate the quality of teaching and the quality of learning as part of responsibilities associated with performance appraisal and curriculum development and set targets for improvement.
* To monitor and evaluate student progress and achievement through effective systems of assessment, recording and reporting in relation to areas of responsibility
* To ensure opportunities are given to promote spiritual, moral, social and cultural development and British Values.
* To maintain an overview in relation to extended opportunities both within and outside of the school day.
* To keep abreast of local, national and international developments as they relate to school.

**Staffing and resources –**

* To assist the HT and Governing Body to recruit and retain high quality staff and to participate in any interview process as required.
* To work with the HT, SLT and AHTs to deploy all staff effectively to ensure the quality of teaching and learning standards continually improve for all students.
* To support the HT, SLT and AHTs to ensure that the professional expectations and conditions of employment of all staff are fulfilled.
* To implement performance appraisal arrangements in line with school policy and guidance.
* To lead and encourage the continual professional development of all staff through the example of taking responsibility for your own CPD
* To ensure that trainees, apprentices and Early Career Framework Teachers are appropriately trained, monitored, supported and assessed in relation to their given standards.
* To assist and advise the HT, SLT and Governing Body of potential priorities for expenditure.
* To manage, monitor and review the range, quality and quantity and use of all available resources to meet the educational, social, and personal and welfare needs of all students and staff.
* To assist and support the management and organisation of the premises and external environment efficiently and effectively to meet the educational, social, personal and welfare needs of all students and staff; whilst maintaining standards relating to health and safety regulations.
* To ensure appropriate cover arrangements are maintained across school
* To oversee the whole school lunchtime arrangements and supervision in collaboration with senior and middle leaders

**Pastoral –**

* To ensure effective pastoral and mentoring systems are in place to meet the needs of and support all students.
* To ensure regular contact and liaison with parents and families of students.
* To ensure regular contact with other professionals and colleagues involved with students.
* To ensure any policies and guidance relating to pastoral support, care, welfare and behaviour are reviewed, updated, implemented and followed appropriately.
* To ensure all appropriate safeguarding, child protection procedures are maintained and updated accordingly
* To ensure standards in mental health and resilience are maintained in school

**Quality assurance and evaluation –**

* To support the HT/SLT/AHTs/Governors to monitor, evaluate and review SIP targets and take subsequent action as required.
* To support the HT/SLT/AHTs/Governors to monitor, evaluate and review policies and guidance material as required.
* To support the HT/SLT/AHTs/Governors to monitor, evaluate and review school self-evaluation schedules as required.
* To support the HT/SLT/AHTs/Governors to monitor, evaluate and review budget priorities as required.
* To have oversight of, and monitor, evaluate and review pastoral areas of the curriculum that link to development, care, welfare and behaviour support.
* To overview all student performance and progress data and support teachers to set challenging targets and meet EHCP outcomes; reporting to HT/SLT/AHTs/Governors
* To actively participate on systems and practise to offer effective teaching and learning scrutiny.
* To be actively involved in holding all staff to account for the quality of their performance.

**Communication and liaison –**

* Develop and maintain effective working relationships with all staff and stakeholders within the school community.
* Develop and maintain effective partnerships and relationships with parents/carers and families.
* Develop and maintain effective partnerships and relationships with the wider community including business/ industry and charitable organisations.
* Liaise with other schools, colleges and educational establishments to develop inclusive opportunities or to support transition arrangements for students.
* Be prepared to facilitate, chair reviews, case conferences and other meetings as required.
* Be prepared to contribute to the Governing Body reports and to attend and contribute to Governing Body meetings as required.
* Support the school in ensuring that students, parents/carers and families are well informed about the school, its aims, targets for improvement, the curriculum, student attainment, achievement, progress etc.
* Present and report on material to account for the school’s performance overall to a range of audiences including inspection.
* Contribute to communication, information giving and liaison events and activities as required.

**Management information-**

* Be open and explicit at all times as to the high expectations and challenge of the school, its staff and its students.
* Keep abreast of and use national, local and school data and evidence and research to promote whole school improvement.
* Provide information to support school self-evaluation.
* To assist in the analysis, use of and evaluation of student performance/progress data
* Provide information to account for one’s actions, time and the efficiency and effectiveness of any delegated areas of responsibility as required.

**OTHER DUTIES AND RESPONSIBILITIES:-**

As reasonably requested by the HT and those related to national leadership standards and STP&C documentation.

**Spring term 2025**