



Job Description: Deputy Headteacher

Overall purpose of the post:

Working as a leader of the senior leadership team, to provide the effective day to day running and leadership for the whole school in line with our school development plan which secures its success and improvements, ensuring high quality education for all pupils.

Main responsibility

Under the overall direction of the Headteacher the Deputy Headteacher will;

- Work alongside the Headteacher ensuring an appropriate, relevant curriculum is designed; is relevant and has an impact across the school, which secures good and meaningful pupil progress.
- Support the Headteacher in monitoring the effectiveness of the school through self-evaluation and to develop effective school development plans.
- Be the Designated Safeguarding Lead (DSL), and part of the team of Designated Safeguarding Officers across the school in line with duties and responsibilities as stated in Keeping Children Safe in Education (KCSIE).
- Be the Designated Teacher for Children in Care
- Ensure the day-to-day effective organisation and running of the whole school including the management and deployment of staff as appropriate
- Play a lead role in formulating the aims, objectives of the school and establishing the policies through which they are to be achieved
- Carry out the professional duties of a teacher as required

The Deputy Headteacher is expected to carry out the duties of this post in line with the remit outlined in the current *School Teachers' Pay and Conditions Document*. If the Headteacher is absent, the deputy Headteacher will deputise, as directed by the governing board carrying out the professional responsibilities of a Headteacher.

Duties and responsibilities

Leadership and management of the school

- In partnership with the Headteacher and governors establish and implement an ambitious vision and ethos for the future of the school
- Play a leading role in the school improvement and school self-evaluation planning process, including devising, implementing and monitoring development plans.
- Ensure that policies and procedures are upheld and reflect current practices, and are reviewed regularly
- In partnership with the Headteacher manage school resources, including the appointment, deployment, and development of staff to make the most effective use of skills, expertise and experiences to ensure that all staff have a clear understanding of their roles and responsibilities.

Leadership and management of the school cont.

- To take a lead role ensuring that good quality training (CPD), is identified, implemented and monitored in line with school development plans.
- To lead on ensuring all new staff have appropriate induction and mentoring packages in place.
- To lead the implementation and monitoring of multi-disciplinary teams within school to ensure effectiveness meeting the needs of the school.
- To line manage and undertake performance management as delegated by the Headteacher.
- To manage the process of admitting pupils into Heltwate and to gather necessary information and communicate this as required.
- Oversee the work of supply staff / trainees / Early Career Teachers (ECTs) and volunteers in the school
- Manage HR and other leadership processes as appropriate e.g. sickness absence, disciplinary, capability
- To undertake any professional duties, reasonably delegated by the Headteacher

Leading Teaching and Learning

- Work alongside the Headteacher on the quality of education, through curriculum development, implementation and monitoring, including accreditation outcomes and statutory compliance and reporting.
- Plan, monitor and report on the effective use of allocated budgets
- Lead the reporting of key information relating to the impact of teaching to parents and other relevant stakeholders.
- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community
- Lead the positive behaviour interventions across the school, ensuring Risk Assessments are in place, staff receive appropriate training, incidents are recorded and monitored in line with school and statutory requirements.
- To manage the process of EHCPs in line with Local Authority procedures.
- Ensure a consistent approach to standards of behaviour and attendance are implemented across the school

Strengthening the School Community

- Work with the Headteacher in developing the policies and practice, which promote inclusion, equality and the extended services that the school offers
- Promote the positive involvement of parents/carers in school life
- Organise and conduct meetings where appropriate with parents and carers
- Promote positive relationships and collaborate with colleagues in other schools and external agencies
- Attending governor meetings and present and report as directed by the Headteacher