

Non-teaching Deputy Headteacher Job Description

Core Purpose

The Deputy Headteacher shall play a major role under the overall direction of the headteacher in;

- (a) formulating the aims and objectives of the school;
- (b) establishing the policies through which they shall be achieved;
- (c) managing staff and resources to that end; and
- (d) monitoring progress towards their achievement;

The Deputy Headteacher shall undertake any professional duties of the headteacher reasonably delegated to him/her by the headteacher and in her absence.

Principle Accountabilities

Management

The Deputy Head will manage a team of teachers in a specific Key Stage. They will be responsible for managing the curriculum, quality of teaching and learning, assessment and data within that Key Stage. Beyond that, the Deputy Head will manage a large team of LSAs and will lead a team of middle leaders (Subject Leaders). The Deputy will also lead on GDPR.

Safeguarding

Fulfil personal responsibilities, and support the headteacher in securing compliance by those working in school, for safeguarding as set out in the Children's Act, Statutory Guidance and by the Local Children's Safeguarding Board. These include:

- Operating a culture of listening to children and taking account of their wishes and feelings, both in individual decisions and the development of services;
- Operating clear whistleblowing procedures,
- Sharing information, with other professionals
- Take responsibility as one of the designated professional lead for Safeguarding*
- Operating safe recruitment practices
- Ensuring appropriate supervision and support for staff, including undertaking Induction, safeguarding training and reviews of practice
- Operating and monitoring clear policies for dealing with allegations against people who work with children.

Specific Duties

Improve the Quality of Teaching and Learning

- Help teachers to plan and teach lessons to the classes they are assigned to teach within the context of the school's plans, curriculum and schemes of work.
- Ensure consistent systems for assessing, monitoring, recording and reporting on the learning needs, progress and achievements of assigned groups of pupils (Pupil Premium, EAL, MA&T).

- Whole school organisation, strategy and development
- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision.
- Lead others on curriculum and/or pupil development to secure co-ordinated outcomes.

Health, safety and discipline

- Promote the safety and well-being of pupils.
- Maintain good order and discipline among pupils.

Management of staff and resources

- Lead a team of LSAs: take responsibility for their training needs and Performance Management
- Lead Subject Leaders to continue to develop the curriculum
- Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.
- Deploy resources delegated to them.

Professional development

- Participate in arrangements for the appraisal and review of their own performance and, where appropriate, that of other teachers and support staff.
- Participate in arrangements for their own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

Communication

- Communicate with pupils, parents and carers.
- Working with colleagues and other relevant professionals
- Collaborate and work with colleagues and other relevant professionals within and beyond the school.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.