

## **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) leading on inclusion
- (d) managing staff and resources to that end; and
- (e) monitoring progress towards their achievement;

The deputy headteacher shall undertake any professional duties of the headteacher reasonably delegated to him/her by the headteacher.

The deputy headteacher shall undertake the professional duties of the headteacher in the event of his/her absence from the school.

### **Principle Accountabilities and Duties**

- Support with the day-to-day management of the school
- Communicate the school's vision compellingly and support strategic leadership
- Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils
- Oversee the day to day operation and effectively manage the school's SEND/Inclusion (including more able) and EAL policy and encourage all members of staff to recognize and fulfil their statutory responsibilities towards pupils with SEND, additional needs and medical needs
- Line manage the Inclusion Team
- Oversee the support and development of teaching staff (including PMRs and induction)
- Build and develop mutually beneficial and positive relationships with all members of the school community, showing positive attitudes to them
- Lead and effectively manage outreach and parental liaison
- Develop and implement strategies to effectively market the school
- Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally
- Work with political and financial astuteness, translating policy into the school's context
- Effectively lead the school standards, teaching and curriculum strategies
- Lead and effectively manage the work of the Senior Leadership Team
- Manage the Inclusion budget and provide appropriate Inclusion resources
- Liaise with and update the designated SEND Governor
- Support with the development and implementation of whole school documentation, policies and procedures
- Implement, maintain and manage the school's provision mapping systems

### **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 the deputy 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 in line with school expectations and in consultation with the headteacher.

### **Deputy Designated Safeguarding Lead Responsibilities:**

- Support the school's Designated Safeguarding Lead for safeguarding and child protection, assisting the Lead to act as a source of support, advice and expertise for staff within the school for child protection and safeguarding.
- Be familiar with, understand and apply the school's Child Protection Policy appropriately.
- Refer cases (or support staff making referrals)
  - of suspected abuse to the local authority children's social care
  - where there is a radicalisation concern to the Channel programme.
- Refer cases to Disclosure and Barring Service or Police as required
- Liaise with the Designated Safeguarding Lead/Headteacher, local authority officers and other relevant agencies/parties in relation to child protection and safeguarding issues and concerns.
- Undergo and regularly update safeguarding training (at least every 2 years) to ensure the appropriate level of knowledge and skill is maintained.
- Keep up to date with developments relevant to the role in line with Keeping Children safe in Education (Annex B) as amended from time to time.
- Assist the Designated Safeguarding Lead with raising awareness of child protection policies as appropriate in line with Keeping Children safe in Education (Annex B) as amended from time to time.
- Provide cover for the Designated Safeguarding Lead as required.

### **Additional Specific Duties**

#### **Teaching**

- 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.
- Model the Teachers' Standards to a consistently high standard and be a lead example to other practitioners.
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.
- Oversee the assessment leader in their role, developing and implementing the assessment calendar and leading on arrangements for preparing pupils for external examinations, including Access arrangements.
- Organize and oversee statutory assessment in line with STA guidance.
- 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.
- Work with others on curriculum and/or pupil development to secure co-ordinated outcomes.
- Supervise and so far as practicable teach any pupils where the person timetabled to take the class is not available to do so.
- Design and oversee implementation of the school's curriculum in order to meet the needs of the pupils.

#### **Health, safety and discipline**

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

### **Pupils, Staff and resources**

- Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.
- Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour
- Ensure excellent teaching in the school, including through training and development for staff
- Establish a culture of 'open classrooms' as a basis for sharing best practice
- Create an ethos within which all staff are motivated and supported to develop their skills and knowledge
- Identify emerging talents, coaching current and aspiring leaders
- Hold all staff to account for their professional conduct and practice, taking appropriate action to improve provision, practice and conduct, in consultation with the headteacher, swiftly

### **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 and seek arrangements for their own further training and professional development and that of other teachers and support staff including induction.
- Oversee successful induction for newly qualified Teachers and trainee teachers.

### **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 and the Trust.

### **General**

- 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.
- This job description is neither exclusive nor exhaustive, but sets out the main expectations of the school in relation to the post-holder's professional responsibilities and duties;
- An annual review of the job description and allocation of duties and responsibilities will take place as part of the Performance Management Review process;
- All posts are subject to an enhanced DBS check, satisfactory references and medical clearance.

The duties may be varied to meet changing circumstances in the post held. Any such developments will only take place after consultation with all those involved and do not form part of the staff member's contract.

The post is portable across any school in the Trust.