

# DEPUTY HEADTEACHER JOB DESCRIPTION

**Line Manager:** Headteacher

## **The deputy headteacher will:**

- Undertake the normal responsibilities of the class teacher
- Be a member of the senior management team
- Assist the headteacher in managing the school
- Support and represent the headteacher at meetings as and when required
- Undertake the professional duties of the headteacher during her absence
- Undertake such duties as are delegated by the headteacher
- Play a major role under the overall direction of the headteacher in formulating and reviewing the Strategic Improvement Plan, aims and objectives of the school by:
  - Establishing the policies through which they shall be achieved
  - Managing staff and resources to that end
  - Monitoring progress towards their achievement.

## **MAIN TASKS:**

### **1. Pastoral System Development**

- 1.1 To ensure whole school planning for the pastoral system - including support systems and processes is secure
- 1.2 To ensure the efficient induction of students
- 1.3 To promote good standards of behaviour and respect for the school code of conduct from students and encourage resilience and responsibility
- 1.4 To maintain and evolve the line management process of the Progress Teams and associated staff.
- 1.5 To monitor the work of the Progress Team linked to student achievement and academic progress
- 1.6 To have a strategic oversight of the involvement of external agencies in the Pastoral System.
- 1.7 To address the needs of students with respect to the Lincolnshire Behavioural Ladder
- 1.8 To develop the practice of the Pastoral Team to enable them to identify barriers to learning and progress and develop strategies to effectively address these.
- 1.9 To oversee the handling of individual students' behaviour/conduct concerns
- 1.10 To safeguard and promote the welfare of students
- 1.11 To oversee transition arrangements
- 1.12 To oversee behaviour on school transport provision
- 1.13 To oversee the effective and safe provision of risk assessments for trips and visits

### **2. The internal organisation, management and control of the school**

- 2.1 To contribute to
  - Development of the School Improvement Plan and School Evaluation Framework
  - Maintaining and developing the ethos, values and overall purpose of the school
  - Formulating the aims and objectives of the school and policies for their implementation
  - Monitoring and evaluating the performance of the school and its achievements
  - Implementing the governing body's policies on equal opportunity issues for all staff and pupils in relation to sex, gender, race, disability and special needs
  - The efficient organisation, management and supervision of school routines

### **3. Curriculum Development**

- 3.1 To monitor the development, organisation and implementation of the school's SSMC curriculum
- 3.2 To promote the use of tutor time as an effective medium for student participation and learning
- 3.3 To promote assemblies as learning experiences for students.

### **4. The management of staff**

- 4.1 To participate in the selection and deployment of teaching and non-teaching staff of the school
- 4.2 To contribute to good management practice by ensuring positive staff participation, effective communication and procedures
- 4.3 To participate in arrangements made in accordance with the regulations for the appraisal of the performance of teachers in school
- 4.4 To demonstrate effective leadership, representation and liaison both within the school and other interested or involved persons or bodies.
- 4.5 To maintain good relationships with individuals, groups and staff unions and associations.

### **5 The management of resources**

- 5.1 To contribute to the formulation of the school's policies and procedures concerning resource management
- 5.2 To allocate, control and account for those financial and material resources of the school which are delegated by the headteacher.
- 5.3 To promote an attractive environment which stimulates learning and enhances the appearance of the school
- 5.4 To contribute to arrangements for the security and effective supervision of the school buildings, their contents and grounds, including aspects of health and safety.
- 5.5 To maintain effective working relationships with external agencies and services contracted to the school

### **6 Relationships**

- 6.1 To advise and assist the governing body as required in the exercising of its functions including attending meetings and making reports.
- 6.2 To help in maintaining and developing effective communications and links with parents and to provide positive responses to concerns and problems regarding their children's education.
- 6.3 To assist liaison with other professional bodies, agencies and services.
- 6.4 To develop and maintain positive links and relationships with the wider community, local organisations and employers:
- 6.5 To promote a positive image of the school