

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. Raising performance

- 1.1 Leadership of target setting and tracking across departments.
- 1.2 Development of systems and processes across the school to raise attainment and ensure good progress for all students.
- 1.3 Leadership of the systems and processes to support data analysis across the school and develop strategies to improve outcomes.
- 1.4 Co-ordination of Department Review meetings and the Quality Assurance process.
- 1.5 Leadership of strategies to engage parents to support their children in making good progress.
- 1.6 To work effectively with the Deputy Head (Pastoral) to support the link between academic and pastoral elements of school.
- 1.7 Leadership of the Prefect and School Ambassador systems in liaison with the Deputy Head (Pastoral)

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, assessment and timetable construction

- 3.1 To monitor the development, organisation and implementation of the school's curriculum to ensure it is fit for purpose and demonstrates the delivery of a high quality education for all students
- 3.2 To ensure the curriculum aligns with the current performance measures
- 3.3 To review and evaluate the curriculum across the school to ensure it meets student needs.

- 3.4 To lead middle leaders to assess and evaluate their curriculum delivery to assess impact on student progression and how they assess this progression.
- 3.5 To lead middle leaders to develop assessment structures to enhance student independence, resilience and responsibility.
- 3.6 To lead assessment and reporting processes to ensure that all stakeholders are well informed about progress and any required remedial action taken to secure good outcomes.
- 3.7 To develop independent learning across the school including study skills.
- 3.8 Leadership of the process of timetable construction and options process.

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