



Deputy Head of School Job Description

Post Title	Deputy Head of School
Purpose	<ul style="list-style-type: none"> • As part of the Senior Leadership Team (SLT) contribute to the development of the school's vision and policy • Develop and improve teaching, learning and attainment in areas of the school for which postholder is responsible • Strategic leadership and development of the areas of responsibility making strategic evaluations of your impact through this role • Lead and manage staff towards achieving the school's goals • Provide excellent leadership across the areas of responsibility; managing, guiding and motivating teachers and support staff • Raise standards of student attainment and achievement • Ensure school quality assurance procedures are adhered to and used to achieve high standards • Enhance the practice of other staff by being an example of good practice and a role model across the school • Coaching and modelling good teaching for other staff as necessary to raise standards • Be a visible presence around the school contributing to a calm purposeful atmosphere, including taking a lead in addressing out of lesson behaviour • Help develop the practice of others • Effectively develop, manage and deploy teaching/support staff, financial and physical resources within the areas of responsibility, ensuring outcomes are evaluated and acted upon • Teach students within the school and carry out such other associated duties as are reasonably assigned by the Headteacher • Ensure all staff that you line manage follow school policies and procedures
Reporting to	Head of School and Headteacher
Areas of responsibility	To be agreed after appointment.
Oversight of staff	Other postholders and staff in the areas for which you have responsibility.
Liaising with	Headteacher, Head of School, other SLT staff, Heads of Department (HoD), Heads of Year (HoY), Heads of Family, SENCO, support staff and relevant staff with cross-school responsibilities, relevant non-teaching support staff, LA staff, parents
Working Time	195 days per year - full time
Pay Range	Leadership L16-20 (£57,936-£63,807)

MAIN (CORE) DUTIES	
Strategic Direction	<ul style="list-style-type: none"> • Lead the development of areas of the school for which responsibility has been delegated by the Headteacher and Governors • The day-to-day management, administration and organisation of areas of responsibility, including effective deployment of staff and physical resources • Contribute to discussion and decisions about the school's aims and policies and participate in the implementation of policies, plans, targets and practices.

	<ul style="list-style-type: none"> • Actively monitor student progress following up underperformance in areas of responsibility • Understand and implement all school policies and procedures, Child Protection/Safeguarding, Equality Plan, Health and Safety etc. and take a lead role in the evaluation of the effectiveness of the school's policies and developments in the areas managed and analyse their impact • Work collaboratively with colleagues to formulate aims, objectives and strategic plans for the areas of responsibility which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school • Lead and manage the business planning function of areas of responsibility, and ensure that the planning activities reflect the needs of students within the areas, School/Department Development Plans (SDP/DDP) and the aims and objectives of the school • Link with other post holders, to ensure that the work in the areas fully reflects the school's distinctive ethos and mission • Ensure that health and safety policy and practice, including risk assessments, throughout the department are in-line with national requirements and are updated where necessary, liaising with the school's Health and Safety Manager
Teaching and Learning	<ul style="list-style-type: none"> • Liaise with other SLT staff to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the SDP and school's Self Evaluation (SEF) • Account for the developments and delivery of areas of responsibility ensuring clear links to, and impact on, students' learning remain the key focus. • Keep up to date with national developments in the subject area and teaching practice and methodology • Actively monitor and respond to development and initiatives at national, regional and local levels involving other staff as appropriate • Ensure that student relevant data is available to all staff in areas of responsibility and that this informs practice and so enhances level of student attainment • Contribute to SEF in line with the school calendar and develop the DDP in the areas identified • Identify areas of significant strength and weakness for inclusion in the school SEF and SDP • Use own practice as an example of high quality teaching and learning, modelling good teaching for other staff • Undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher taking note of individual student needs and ability and ensuring a variety of learning needs are accommodated
Efficient and Effective Deployment of Staff and Resources	<ul style="list-style-type: none"> • Work with other SLT staff to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs • Be responsible for the efficient and effective deployment of teachers, technicians and/or support staff • Undertake Performance Management reviews, acting as reviewer for a group of staff within the designated areas using the process to develop personal and professional effectiveness • Make appropriate arrangements when staff are absent, ensuring appropriate cover within the department liaising with the Cover Manager, cover supervisors and any other relevant staff to secure appropriate cover • Participate in the interview process for posts when required and to ensure effective induction of new staff in line with school procedures

	<ul style="list-style-type: none"> • Promote teamwork and to motivate staff to ensure effective working relations. • Participate in the school's ITT and NQT programmes when appropriate • Take part in and contribute when possible to the school's CPD programme. • Be responsible for the day-to-day management of staff within the designated areas and act as a positive role model • Work proactively with governors, parents, and other relevant bodies to establish and maintain productive relationships which promote mutual understanding of the school's values, aims and curriculum • Manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down, including deploying the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records • Work with other SLT in order to ensure that commitments are effectively and efficiently staffed and resourced
Accountability and Quality Assurance	<ul style="list-style-type: none"> • Ensure the effective operation of quality assurance systems • Set clear ambitious targets within the areas and to work towards their achievement • Establish common standards of practice within the areas and develop the effectiveness of teaching and learning styles in all subject areas within the department • Monitor, evaluate and review the areas of responsibility in line with agreed school procedures including evaluation against quality standards and performance criteria and implement modification and improvement where required, following the school calendar for lesson observation, student interviews and work sampling
Student Progress and Development	<ul style="list-style-type: none"> • Monitor and support the overall progress and development of students and staff • Liaise with Heads of Year (HoY) to address issues of poor behaviour in line with the Behaviour Policy • Contribute to the development and implementation and monitoring SMSC including British Values, citizenship and enterprise education programmes, including the delivery of lessons and assemblies • Implement behaviour, rewards, and inclusion policies so that effective learning can take place
Management Information	<ul style="list-style-type: none"> • Ensure the maintenance of accurate and up-to-date information, for example on the management information system (SIMS) • Make use of analysis and performance data provided • Identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken • Produce reports within the quality assurance cycle for staff and governors • Take class and tutor registers as directed

OTHER DUTIES AND RESPONSIBILITIES

Effective Communications and Relationships	<ul style="list-style-type: none"> • Articulate, promote and implement the vision, ethos and policies of the school and raise levels of achievement • Ensure that all members of the areas of responsibility are familiar with its aims and objectives and work toward their implementation
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	<ul style="list-style-type: none"> • Ensure effective communication/consultation with the parents of students to enable at least satisfactory standards of student progress and attainment • Liaise with linked schools, colleges, higher education, industry, examination boards, awarding bodies and other relevant external bodies as required • Represent the views and interests of your areas of responsibility • Attend meetings as directed and indicated in the school calendar • Contribute to the school liaison and marketing activities, e.g. the collection of material for press releases • Lead the development of effective links with linked schools and the community, attendance where necessary at liaison events in linked schools and the effective promotion of areas of responsibility at Open Days/Evenings and other events. • Actively promote the development of effective links with external agencies • Ensure display and departmental environment support learning and further promote the good reputation of the school
Other Specific Duties	<ul style="list-style-type: none"> • Play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example • Take an equitable share of whole school curriculum, care and management responsibilities • Carry out your duties in line with the management policy and working practices of the school • Continue personal development as agreed • Engage actively in the performance review process • Undertake any other duty as specified by School Teachers Pay and Conditions Document not mentioned in the above

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

PERSONAL CONTRIBUTION TO SCHOOL LIFE
<p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>Employees are expected to be courteous to colleagues and provide a warm welcome to visitors and telephone callers, following up any enquiries and concerns as soon as possible.</p> <p>Employees are expected to be punctual at all times modelling appropriate standards for students.</p>