



FINHAM PARK
SCHOOL

JOB DESCRIPTION

Job Title: Deputy Headteacher

Salary Level: Leadership Scale 20-24

School: Finham Park

Job Purpose:

- To support the headteacher in leading Finham Park School to provide an exceptional educational experience for all students.
- To ensure that the staff body are led effectively and supportively so that all members of staff are able to thrive in their roles.
- To take strategic oversight of key areas of the school.
- To deputise for the headteacher as required in their absence.

General Responsibilities:

- To undertake the duties of a Deputy Headteacher as specified in the current School Teachers' Pay and Conditions document.
- To undertake in the absence of the Headteacher, and to the extent required by her or the relevant body, the professional duties of the Headteacher.
- To undertake key leadership and management tasks as may be required by the Headteacher.
- To serve as a member of the Senior Leadership Team and assist with the development, implementation, monitoring and evaluation of school policy.
- To assist with the preparation of job descriptions, person specifications, interviewing and appointment of staff, as required.
- To fulfil line-management and subject link responsibilities, as agreed with the Headteacher.
- To undertake an appropriate teaching timetable if required, not more than one third of a timetable.
- To lead a proportion of assemblies.
- To play a full and active part in the school development planning process and to assume responsibility for sections of the SEF.
- To promote effective links with parents, governors, the local community, FPMAT, other schools and the commercial sector.



- To help ensure that an effective safeguarding culture is maintained in the school and to undertake designated safeguarding training alongside other colleagues on the senior team.
- To attend and contribute to the Local Governing Body meetings.
- To set high professional standards by personal example.

Specific Responsibilities:

The specific responsibilities will be dependent on the successful applicant's skillset and experience. Over time, all members of the Senior Leadership Team benefit from the rotation of specific foci and responsibilities as part of the succession planning, professional development and to reflect the needs and priorities of the school.

However, it is envisaged that the initial specific responsibilities for the role will include:

- To take responsibility for realising the curriculum vision of the school and to oversee curriculum planning, organisation and timetabling.
- The strategic leadership of teaching and learning
- The strategic leadership of assessment, recording and reporting.
- To take strategic oversight of inclusion in conjunction with the Director of SEND.
- To ensure that all students make good progress across the curriculum and in the effective use of data to monitor performance and to act upon findings.

The Deputy Headteacher will work closely with colleagues on the senior team, maintaining strategic oversight, while leaving others responsible for the leadership and operational aspects of strategic priorities.

Leadership:

- To provide strategic leadership, clear direction and effective management for the school as a whole.
- To ensure the production and delivery of whole school aims, targets, policies, the Strategic Framework and the SEF.
- To maintain a high-profile presence, and to be accessible to and supportive of students, staff, parents and the wider community.
- To ensure that Finham Park School plays an active and influential part in educational and other partnerships, locally, regionally, nationally and internationally.
- To engage with Trust wide working parties to share good practice and provide operational support if required.

Shared responsibilities:

- Whole school behaviour management.
- Taking a lead role in creating positive relationships across the school.
- Incident and conflict resolution.
- Leadership representation at evening events.
- Reconnect and other duties before, during and after school.
- Attendance at SLT meetings before and after school.



To carry out any additional duties as required within the scope and spirit of the job purpose, title of the job and its grading.

All duties and responsibilities must be carried out with due regard to the Finham MAT Health and Safety Policy.

This post is exempted under the Rehabilitation of Offenders Act 1974 and as such, appointment will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS).

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Finham Park School's Equal Opportunities Policy and are committed to safeguarding and promoting the welfare of children.

Duties which include the processing of any personal data must be undertaken within the General Data Protection Regulation (Data Protection Act 2018).

On appointment or review, the post-holder should sign below to indicate acceptance of, and agreement with, this job description.

Signed:

Print Name: Date:

