

JOB DESCRIPTION	
POST TITLE	DEPUTY HEADTEACHER - Behaviour & Culture
SALARY	Salary Grade L13 - L17
TEACHING COMMITMENT	Up to 20% timetable
RESPONSIBLE TO	Head of School
EMPLOYMENT DUTIES	To be performed in accordance with the provisions of the School Teachers' Pay and Conditions Document and within the range of teachers' duties set out in that document
<i>The job description should be read alongside the range of professional duties of teachers as set out in Part X11 of the Teachers' Pay and Conditions Document, sections 48 to 50. The post-holder will be expected to undertake duties in line with the professional standards for qualified teachers and uphold the professional code of the General Teaching Council for England.</i>	
PURPOSE OF THE ROLE	<p>To support the Head of School in developing the shared vision and strategic plan for the school.</p> <p>To work under the guidance of the Head of School and take a major role in:</p> <ul style="list-style-type: none"> • Formulating the aims and objectives of the school • Establishing policies and procedures for achieving these aims and objectives • Managing staff and resources to that end • Monitoring progress towards the achievement of the school's aims and objectives <p>To lead the strategic direction and development of behaviour and culture in line with the whole school vision</p>
CORE DUTIES	<p>Under the direction of the Head of School, the Deputy Headteacher will:</p> <ul style="list-style-type: none"> • Work alongside the senior leadership team (SLT) and other staff members to create a culture where students experience a positive and enriching school life • Ensure a culture of staff professionalism • Promote a culture and practices that enable all students to access the curriculum • Uphold educational standards in order to prepare students from all backgrounds for their next phase of education and life • Encourage high standards of behaviour from students, built on rules and routines that are understood by staff and students, and clearly demonstrated by all adults in school • Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy • Have ambitious expectations for all students with SEMH, SEN and disabilities

	<ul style="list-style-type: none"> • Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
BEHAVIOUR & CULTURE	<p>The Deputy Headteacher will:</p> <ul style="list-style-type: none"> • Produce and implement clear, evidence-based improvement plans and policies for the development of Behaviour and Culture • Coordinate the work of Year 7 – 11 Form Tutors Directors of Studies, Pastoral Leads, and other support staff to create a cohesive team that fully supports the needs of all students • Offer support, guidance and a programme of training to consistently establish the very highest levels of pastoral care • Oversee the systems for celebrations and rewards ensuring that the high-quality learning philosophy underpins this and that students are recognised for their successes • Support the running and continued evaluation of the behaviour system, providing support and training for staff to ensure the highest levels of behaviour for learning inside and outside of the classroom • Hold the highest expectations for student attendance, working with the attendance team to develop strategic systems to ensure that strong relationships between school and home are forged, and that families are thoroughly supported to meet these • Work to support the continued development of Kingstone student leadership programmes and further establish opportunities for student engagement at a variety of levels • Collaborate with other agencies to tackle barriers, to safeguard the health and happiness of every student and to promote positive strategies for behaviour
STRATEGIC LEADERSHIP	<p>The Deputy Headteacher will:</p> <ul style="list-style-type: none"> • Support the strategic leadership of the school in order to secure school improvement priorities • Lead by example in creating a culture of approachability, ensuring open and transparent lines of communication between students, staff and families • Work to translate the vision for behaviour and culture into agreed objectives and operational plans, which will drive forward and sustain school improvement • Be a highly visible and positive presence around the school and model expectations of staff and students • Demonstrate outstanding leadership and to be responsible for developing leadership in others, including through the role of mentor

	<ul style="list-style-type: none"> • Work collaboratively with SLT and others in order to monitor, review, evaluate and improve behaviour for learning across the school and to further develop teaching • Represent and promote the school to its stakeholders and partners • Maintain and develop an effective partnership with parents and carers to support students' achievements and personal development • Manage staff workload to achieve the vision of the school
ORGANISATIONAL MANAGEMENT & SCHOOL IMPROVEMENT	<p>Under the direction of the Head of School, the Deputy Headteacher will:</p> <ul style="list-style-type: none"> • Establish and oversee systems, processes and policies so the school can operate effectively • Ensure staff have access to appropriate, high standard professional development opportunities • Ensure that staff understand their professional responsibilities and are held to account • Ensure staff and students' safety and welfare through effective approaches to safeguarding, as part of duty of care • Manage staff with due attention to workload • Ensure rigorous approaches to identifying, managing and mitigating risk • Allocate financial resources appropriately, efficiently and effectively • Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context • Make sure these school improvement strategies are effectively implemented
GOVERNANCE, ACCOUNTABILITY & WORKING IN PARTNERSHIP	<p>Under the direction of the Head of School, the Deputy Headteacher will:</p> <ul style="list-style-type: none"> • Secure the commitment of parents and the wider community to the vision and direction of the school • Understand the role of effective governance, including accepting responsibility • Support the school in the application of Trust and school policies, decision making and strategic planning • Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties • Work successfully with other schools and organisations • Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all students

PERSON SPECIFICATION		
Qualifications	<ul style="list-style-type: none"> • Good Degree and Qualified Teacher Status • Evidence of additional recent, continuing professional development in aspects of school leadership and improvement 	
Experience and Job Related Aptitudes	<ul style="list-style-type: none"> • Significant successful experience in leadership and management in education at a senior level • Evidence of successfully leading significant school improvement work • Successful experience of monitoring, evaluating and improving student attainment, personal development and well-being across a school • Experience of successfully challenging underperformance of staff and students • Successful experience of implementing strategies to improve curriculum provision at whole-school level • Successful experience of managing change in a school setting • Successful experience in the leadership of teams • Successful teaching experience in the secondary phase • Experience of school improvement work with outside agencies - relevant to the duties of this post • Successful experience of whole-school curriculum design • A working understanding of the inspection framework and its implications for school leadership • Understanding of local safeguarding and behaviour context 	
Skills and knowledge	<ul style="list-style-type: none"> • High level communication, organisational and management skills • The ability to communicate vision and strategy effectively and persuasively in a variety of contexts • Knowledge of current inspection framework and impact on schools • Knowledge of behaviour/pastoral systems and how these can promote sustained excellence • Detailed knowledge of best practice in behaviour and culture, and promoting engagement with key stakeholders • The ability to secure improvement in provision supported by the ability to analyse and interpret data effectively • Curriculum design principles and the implications of curriculum provision on student outcomes across the ability range • A good understanding of policy, current educational issues and relevant legislation in secondary education • A secure understanding of leadership and the contribution it makes to school improvement 	

	<ul style="list-style-type: none"> • The ability to evaluate colleagues' work and provide supportive feedback securing improvement • An understanding of the factors contributing to successful outcomes in education for young people • Rational and practical approaches to the effective management of change in a large organisation 	
Personal Qualities	<ul style="list-style-type: none"> • A pro-active leader with the desire to be accountable for substantial delegated areas of responsibility • The ability to inspire, enthuse and motivate all members of the school community • Personal impact and presence • The ability to understand complex matters holistically and develop strategy to create coherence • Emotional intelligence with the ability to recognise and manage stress in self and others • Self-confidence and the ability to challenge appropriately the thinking of colleagues and others at all levels • Commitment to learning for self and the development of own skills and knowledge 	