

## THE SELE SCHOOL



### JOB DESCRIPTION Deputy Headteacher

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Job Title	Deputy Headteacher
Working Hours:	Full time
Reports to	Headteacher
Pay Scale:	L17 – L23 (Fringe)
Responsible for:	Teaching and Learning in your subject areas

#### Job Summary

The core purpose of the Deputy Headteacher is to provide strong, professional leadership in the management of the school and he/she is accountable to the Headteacher. The Deputy Headteacher assists in providing vision, leadership and direction for the school and helps to ensure that it is well managed to meet its aims and targets. This leadership will promote a secure foundation from which to achieve high standards in all areas of the school's work. The Deputy Headteacher must play a lead role in establishing a culture that promotes excellence, equality and high expectations for all students. Working with the Headteacher and others, the Deputy Headteacher will support evaluation of the school's performance to identify the priorities for continuous improvement and raising standards; ensuring equality of opportunity for all and developing appropriate, relevant and effective policies and practices. The Deputy Headteacher will take a shared responsibility for creating a productive learning environment which is engaging and fulfilling for all students.

#### Leadership & Management

- Ability to lead, motivate, support, challenge and develop all staff to secure continual improvement including his/her own continual professional development. To be an exemplar of all school policies and practices.
- Contribute to the overall strategic direction and delivery of The Sele School's aims and objectives by providing advice, challenge, insights and experience that will be beneficial to the activity and development of the organisation.
- Lead and deliver the highest standards of pastoral care so that students are safe, and behaviour and attendance is consistently outstanding
- Strategically lead the pastoral structures and systems to ensure high standard of safeguarding practice, behaviour and attendance are achieved through the school and embedded across all year groups.
- Strategically lead the AI strategy for the whole school.
- Oversee the timetabling of the curriculum.
- Have a strategic oversight and provide leadership and development to the Senco to ensure we embed the gold standard for inclusive practices and deliver excellent outcomes for children with needs.
- To champion best practice in this area, demonstrating teaching skills and leadership qualities necessary to command respect, and encourage commitment to raising standards.
- Scrutinise and monitor the performance and effectiveness of the Department in delivering The Sele School's aims and objectives.
- Contribute to The Sele School Self Evaluation and ensure the faculty contributes towards the setting of targets and works towards achieving them.
- Keep a high profile around The Sele School, taking command of areas at change of lessons and being visible and active during non-structured time.
- Develop and maintain effective methods of communication with the Headteacher, SLT, other staff, students, parents, governors, external agencies and the wider community (including business and industry), etc.

- Identify and applaud areas of success for individual teachers and the Department.
- Help create an effective team by promoting collective approaches to problem-solving and curricular/department development, e.g. consult when writing the improvement plan and produce resources as a team.
- Initiate/maintain the provision of extra-curricular activities, e.g. the use of resources for School/during lunch-breaks or a club, etc.
- Embed, oversee and monitor the Behaviour Policy to recognise and reward effort and consistently sanction negative behaviour in lessons and around the Academy.
- Implement, monitor and review systems to promote high levels of attendance and excellent punctuality, particularly for key groups of students.
- Oversee the Year 7 transition and admissions processes.
- Support Head of Department to identify key priorities, produce development plans and SEF, monitor and improve the Quality of Education and student progress.

### **Accountability**

- Attend Senior Leadership Team Meetings and termly meetings of the Full Governing Body and sub committees when required to provide information and advice regarding specific areas of responsibility
- Support in the development of and present a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers
- Reflect on personal contribution to school achievements and take account of feedback from others
- Fulfil all commitments arising from contractual accountability

### **Managing the School**

- Undertake full responsibility for all matters relating to the school in the absence of the Headteacher
- Help all staff to understand and fulfil their statutory responsibilities through observation, feedback, support and modelling
- Line manage and act as Performance Management reviewer for staff identified by the Headteacher
- Support the Headteacher in developing and maintaining high morale and confidence amongst all staff and set an example of high professional standards and leadership
- Support the Headteacher to ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all
- Communicate relevant information to all staff in a timely and organised manner
- Undertake other reasonable duties related to the day to day administration of the school as requested by the Headteacher

### **Qualities, Knowledge and expectations**

- Lead and develop a team of pastoral leaders to secure the highest standards of safeguarding compliance, behaviour, attendance and academic outcomes.
- Be accountable to the Headteacher and governors for achieving the highest standards of safeguarding compliance, behaviour, attendance and academic outcomes.
- Support the Headteacher in ensuring the aims and values of the school are clearly articulated, shared and understood by all.
- Demonstrate the aims and values of the school in everyday work, practice and interactions.
- Undertake the professional duties of the Deputy Headteacher reasonably delegated to you by the Headteacher.
- Undertake the professional duties of the Headteacher, for short periods, in the event of their absence from the school.
- Promote and model good relationships with parents/carers, which are based on partnerships, to support and improve students' behaviour and attendance.
- Contribute to the overall vision of the school by attending senior leadership team meetings and helping to devise and implement whole-school policies
- Oversee relevant sections of the strategic Academy improvement documentation
- Coach and support the designated safeguarding lead (DSL) and deputy DSLs within the school.

### **Students and Staff**

- Invest in, challenge and support the staff you lead to help them achieve their personal best and perform well against their appraisal targets.
- Support your wider team to develop strategies to help remove barriers students may experience in achieving their personal best, including disadvantaged students.
- Gain a thorough understanding of the support young people and colleagues need to help all students enjoy their time at The Sele School and achieve success.
- Support staff within your team and the whole school in achieving high standards through effective training and professional development.
- Support and promote the mental health provision across the school for both students and staff.

### **Safeguarding**

- Act as the Designated Senior Person for whole school Child Protection and Safeguarding
- Ensure all staff, including Governors are up to date with changes to statutory child protection developments; statutory guidance (Keeping Children Safe in Education) and recent good practice

### **Attendance**

- To lead on raising achievement by improving school attendance and advise the school on strategies to promote the regular and punctual attendance of all students and assist with the implementation of the strategies.
- To promote positive attitudes by students and families towards education and to ensure that parents are made fully aware of their statutory responsibilities.
- To establish the reason for non-attendance, make assessments and agree a plan for facilitating a return to school using appropriate strategies within specified timescales.
- To acquire and maintain a working knowledge of the statutory framework relating to school attendance, child employment, child protection and special needs in order to be able to offer informed advice to parents, school staff, governors and others.
- To support Pastoral Staff, Middle and Senior Leaders in advising the school on all matters relating to attendance and where necessary take the lead role in developing work processes to improve school attendance.

### **Professional Qualifications**

- Qualified Teacher Status
- Evidence of recent relevant educational learning and professional development
- NPQH (desirable)

### **Safeguarding**

The postholder will be required to;

- Submit an Enhanced Disclosure and Barring Check (DBS).
- Complete Child Protection Training.
- Promote and safeguard the welfare of all children and young persons they are responsible for or come into contact with.

\*\*\*The above duties are not exhaustive and the postholder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Senior Management Team.

This job description will be kept under review and may be amended via consultation with the individual, Governing Body and/or Senior Management Team as required. Trade union representation will be welcomed .

Employees will be expected to comply with any reasonable request from a Line Manger/Senior Leader to undertake work of a similar level that is not specified in the job description. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition

This job description is current at the date shown, but in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.