

Job Description

Leadership Pay Scale: Leadership Scale (Fringe) Point 9-13
Contract type: Full time
Reporting to: Headteacher

Deputy Headteacher

Job Purpose

The deputy headteacher, under the direction of the headteacher, will take a major role in:

- Formulating the aims and objectives of the school;
- Establishing policies 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.

If the headteacher is absent, the deputy headteacher will deputise, as directed by Greensand's Chief Executive Officer.

The deputy headteacher will also be expected to fulfil the professional responsibilities of a headteacher, as set out in the School Teachers' Pay and Conditions Document (STPCD).

Key Accountabilities

School Culture and behaviour

- Create a culture where pupils experience a positive and enriching school life
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy

Teaching, curriculum and assessment

- Establish and sustain high-quality teaching across all subjects and phases, based on evidence
- Ensure teaching is underpinned by subject expertise
- Effectively use formative assessment to inform strategy and decisions
- Ensure the teaching of a broad, structured and coherent curriculum

- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Ensure the use of evidence-informed approaches to reading so that all pupils are taught to read

Additional and special educational needs (SEN) and disabilities, working in collaboration with the SEND leader

- Promote a culture and practices that enables all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Ensure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the SEND Code of Practice

Safeguarding

- Take responsibility for safeguarding and promoting the welfare of children and young people, and to be involved in development of all necessary safeguarding and child protection policies.

Deputy Designated Safeguarding Lead

Manage Referrals

- Refer cases of suspected abuse to the local authority children's social care as required.

Prevent

- Act as the first point of contact for parents, pupils, teaching and non-teaching staff and external agencies in all matters relating to the Prevent Duty.

Working with others

- Act as a point of contact.
- Meet regularly with the headteacher to keep them apprised of any current or emerging issues, particularly ongoing enquiries under section 47 of the Children Act 1989 and police investigations.

Raise awareness

- Ensure the school's child protection policies are known, understood and used appropriately.
- Ensure the school's child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly, and work with the Trust and governing body regarding this.

Day to day responsibilities

- Lead on the day to day management of safeguarding and high level pastoral cases.
- Regularly lead and deliver high quality, relevant and effective safeguarding and safeguarding related training for staff, children, parents and governors as required.
- Arrange for externally-led safeguarding training as appropriate to fulfil the school's training needs.
- Report to and prepare documents on an annual and termly basis and as required for the Trust, SLT and governors as required.
- Work closely with the pastoral teams to support and upskill staff working closely with children.
- Co-ordinate the child protection procedures, ensuring that all school staff are aware of the Safeguarding and Protecting Children Policy and Procedures and know how to recognise and refer any concerns.

- Ensure all members of staff (and volunteers) have read and understood Part 1 of Keeping Children Safe in Education (KCSIE) and Annex B.

Organisational management and school improvement

- Establish and sustain the school's ethos and strategic direction together with the governing board and through consultation with the school community;
- Establish and oversee systems, processes and policies so the school can operate effectively;
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care;
- Manage staff well 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;

Professional development

- Ensure staff have access to appropriate, high standard professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet needs

Governance, accountability and working in partnership

- Ensure staff have access to appropriate, high standard professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet needs

Notes:

This job description may be amended at any time in consultation with the postholder.