

JOB TITLE: Deputy Headteacher

REPORTS TO: Headteacher

DEPARTMENT: SLT

SECTION: Secondary School

PURPOSE OF JOB

The Headteacher and Governors are seeking to appoint a highly qualified, inspirational and highly motivated individual who will work with the Headteacher, fellow Deputy Headteacher and staff to build on the school's existing successes and take the school to the next level.

The Deputy Headteacher, under the direction of the Headteacher, will take a major role in

- Formulating the aims and objectives of the school
- The person appointed will need to have proven experience in leading and managing in at least one of the key areas of responsibility at whole school level; safeguarding, pastoral care, SEND and behaviour.
- The successful candidate will work alongside members of the senior leadership team taking the lead on all aspects of pastoral care, SEND, behaviour and attitudes and personal development.

If the Headteacher is absent, the Deputy Headteacher will deputise, as directed by the Governing Board.

This job description is to be read in conjunction with the [Standards for Teachers](#) at an appropriate level.

Principal Accountabilities

Under the direction of the Headteacher the Deputy Headteacher will:

- Create a culture where pupils experience a positive and enriching school life
- Oversee the schools' pastoral and SEND needs and develop practices which support students in an inclusive environment
- 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
- Establish and sustain high-quality teaching across all subjects and phases, based on evidence

- Ensure teaching is underpinned by subject expertise
- Ensure the teaching of a broad, structured and coherent curriculum
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- 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
- 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
- Understand and welcome the role of effective governance, including accepting responsibility
- Ensure that staff understand their professional responsibilities and are held to account
- 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 pupils
- Ensure staff have access to appropriate, high-standard professional development opportunities

General Accountabilities:

In addition, you are required to undertake the following responsibilities:

- Work with, and support, a leadership team which encourages openness, shared and delegated decision-making, and a sense of common purpose
- Contribute to developing a strong and positive vision for the school, helping to shape and promote and communicate the school's aims and values
- Support colleagues in the maintenance of the Stringer Learning Culture and Stringer Way
- Make recommendations through the Headteacher to the Governing Body on School policy matters
- Communicate decisions on School policy to the staff
- Work with the rest of the SLT to review the SDP and completion of the school SEF
- Work with SLT in the formulation, delivery and monitoring of the SDP
- Assist in the day to day running of the school including SLT duties
- Support, with the rest of the SLT, the management of public events
- Share line management with other SLT members of Subject Leaders

Personal and professional conduct:

A teacher is expected to demonstrate consistently high standards of personal and professional conduct.

The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career.

- Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:
 - treating pupils with understanding and dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
 - having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
 - showing respect for the rights of others and an understanding of diversity and difference
 - working to promote the values of the school and British values
 - not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
 - ensuring that personal beliefs and experiences are not expressed in ways which are harmful to pupils, exploit pupils' vulnerability or might lead them to break the law.
- Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach and maintain high standards in their own attendance and punctuality.
- Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.
- The list of duties in the job description should not be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any proposed changes.