

**CONTRACTUAL COMMITMENT & WORK CONTEXT**

**Deputy Headteacher**

**Reports to:** Headteacher

**Contract:** Fulltime/Permanent

**Salary:** L10 – L14

**Main Purpose**

- Carry out the duties of this post in line with the remit outlined in the current School Teachers' Pay and Conditions Document (STPCD) including the conditions of employment for deputy headteachers and the school's own policy
- Under the overall direction of the headteacher play a lead role:
  - in formulating the aims, objectives of the schools and establishing the policies through which they are to be achieved
  - be responsible for the standards and curriculum of all pupils including monitoring of progress towards achievement
  - proactively manage staff and resources
- Take full responsibility for the school in the absence of the headteacher
- Carry out the professional duties of a teacher as required
- Take responsibility for child protection issues as appropriate
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school
- Line-manage
  - HLTA(s) working in their team
  - Teaching assistants and specialist teachers/tutors (e.g. musicians, artists in residence) or delegate responsibility of these to a named person in the team
  - Visiting lecturers, specialist professionals from external services (e.g. LA or home schools) or delegate responsibility of these to a named person in the team
  - Named Person: Looked After Children

**Contacts:** All school staff; school governors; pupils aged 2-19; parents/careers and siblings; other professionals supporting the child and the family in the hospital setting and beyond; work placement students; supply staff; visitors.

**Financial Responsibilities:** Co-signatory; curriculum budget holder.

**Conditions of Service:** Governed by the Department for Education (DfE), the latest version of the School Teachers Pay and Conditions Document (STPCD) supplemented by local conditions as appropriate.

**Security Checks:** Because of the nature of the post candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. This post is subject to an Enhanced Disclosure and Barring Service (DBS) check. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview.

## JOB DESCRIPTION

### Deputy Headteacher

- This Job description should be read alongside the range of duties and responsibilities of Deputy Headteachers as set out in the current year's School Teachers' pay and Conditions Document (STPCD).
- The duties and responsibilities of the post may vary from time to time according to the changing needs of the school.
- The job description will be reviewed annually in the light of those changing requirements and in consultation with the post holder and governing body.
- This job description is for a fulltime post and is not eligible for job share.

#### Shaping the future

- In partnership with the headteacher and governors establish and implement an ambitious vision and ethos for the future of the school
- Play a leading role in the school improvement and school self-evaluation planning process
- In partnership with the headteacher manage school resources
- Devise, implement and monitor action plans and other policy developments
- Lead by example to motivate and work with others
- In partnership with the headteacher, lead by example when implementing and managing change initiatives
- Promote a culture of inclusion within the school community where all views are valued and taken in to account

#### Leadership

The postholder will

- Deputise for the Headteacher whenever s/he is off-site for an extended period, taking on a wider spectrum of roles and responsibilities.
- Share with the Headteacher and School Business Manager responsibility for the general organisation and day-to-day management of the school, including cover and other administrative arrangements, as delegated by the Headteacher.
- S/he is joint signatory on cheques with the other cheque signatories.
- Lead one of the school teams, undertaking a significant teaching commitment.
- As the lead of the Safeguarding Team and Designated Safeguarding Lead, with the support of the Deputy Designated Safeguarding Person in the school, to ensure all children are kept safe and healthy by following current legislation and guidance on Safeguarding.
- Develop and maintain high morale and confidence amongst all staff. S/he will model the application of core values across all areas of school life. S/he will set an example of high professional standards and leadership.
- Monitor the quality of teaching and learning to ensure the school delivers its central educational aims.
- Contribute to strategic planning by conducting regular reviews of staffing needs and the implementation of policy and practice regarding curriculum delivery, assessment and pupil progress, including the progress of children with SEND and the most vulnerable.
- Lead on monitoring whole school Curriculum and Assessment and support the implementation of change as required by government legislation and guidance and as determined in the school's development and improvement plan.
- Supervise specialist / floating HLTAs, as and when delegated by the Headteacher.
- Maintain effective liaison with medical and nursing staff, governors, Southwark Children's Services, schools and other agencies.
- Promote and support a team approach in all aspects of school life and foster good relationships and clear and effective communication.

- Contribute to the induction of short-term supply teachers and teaching assistants, as delegated the Headteacher.

### **Leading teaching and learning**

- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community
- Work with the headteacher to raise standards through staff performance management
- Lead the development and delivery of training and support for staff
- Lead the development and review of all aspects of the curriculum including planning, recording and reporting, assessment for learning and the development of a creative and appropriate curriculum for all pupils
- Work in partnership with the headteacher in managing the school through strategic planning and the formulation of policy and delivery of strategy, ensuring management decisions are implemented
- With the headteacher, lead the processes involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school, including lesson observations to ensure consistency and quality
- Ensure the systematic teaching and recording of impact is consistently high across the school
- Develop, review systems to ensure robust evaluation of school performance, progress data and actions to secure improvements comparable to appropriate national standards
- Ensure through leading by example the active involvement of pupils and staff in their own learning
- Line manage and conduct performance reviews of teachers, teaching assistants, work placements and supply staff allocated to the department, or delegate this as appropriate within the team.
- Induct and train students on work placements and supply teachers working within the Team.
- Work in partnership with parents/ carers and key professionals in a knowledgeable, diplomatic and professional manner to ensure effective joined-up work and ensure best practice for all pupils within the Team.
- Oversee delegated financial responsibilities and ensure efficient and effective management of resources and equipment.
- Monitor the specific education progress of long-stay Looked-After Children present in the school.

### **Developing self and others**

- Support the development of collaborative approaches to learning within the school and beyond
- Organise and support the induction of staff new to the school and those being trained within the school
- Act as an induction co-ordinator for NQTs and have responsibility for students on teaching practice and those undertaking work experience, as appropriate
- Participate as required in the selection and appointment of teaching and support staff, including overseeing the work of supply staff/trainees/volunteers in the school in the absence of the headteacher
- Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn
- Take responsibility and accountability for identified areas of leadership, including statistical analysis of pupil groups, progress data and target setting
- Work with the headteacher to deliver an appropriate programme of professional development for all staff including quality coaching and mentoring, in line with the school improvement plan and performance management
- Lead the annual appraisal process for all identified support and teaching staff

### **Managing the organisation**

- Lead regular reviews of all school systems to ensure statutory requirements are being met and improved on where appropriate

- Ensure the effective dissemination of information, the maintenance of and ongoing improvements to agreed systems for internal communication
- Working with the headteacher, undertake key activities related to professional, personnel/HR issues
- Manage HR and other leadership processes as appropriate e.g. sickness absence, disciplinary, capability
- Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school
- Be a proactive and effective member of the senior leadership team
- Ensure the day-to-day effective organisation and running of the school including the deployment of staff as appropriate
- To undertake any professional duties, reasonably delegated by the headteacher

### **Securing accountability**

- Lead and support the staff and governing body in fulfilling their responsibilities with regard to the school's performance and standards
- Support the headteacher in reporting the school's performance to its community and partners
- Promote and protect the health and safety welfare of pupils and staff
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school

### **Strengthening community**

- Work with the headteacher in developing the policies and practice, which promote inclusion, equality and the extended services that the school offers
- Develop and maintain contact with all specialist support services as appropriate
- Promote the positive involvement of parents/carers in school life
- Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties
- Strengthen partnership and community working
- Promote positive relationships and work with colleagues in other schools and external agencies

## Person Specification: Deputy Headteacher

Key: E = Essential D = Desirable A = Application I = Interview

### Qualifications

Qualified Teacher Status with graduate level qualifications recognised by the DFE	E	A
Evidence of continuing and recent professional development relevant to the post.	E	A
Be a trained Safeguarding Lead	D	A

### Knowledge and Understanding

<ul style="list-style-type: none"> <li>▪ An excellent understanding of current school policy and practices, in particular in relation to delivering the Ofsted framework in a hospital context</li> </ul>	D	I
<ul style="list-style-type: none"> <li>▪ An excellent understanding of current theory of best practice in teaching and learning, particularly as it relates to meeting the psychological, physical and learning access needs of children with medical needs not only in the hospital school setting but also across a range of home school settings (special, mainstream, independent).</li> </ul>	E	
<ul style="list-style-type: none"> <li>▪ Good understanding of medical needs, how this impacts on pupil achievement, and strategies for 'narrowing the gap' for pupils with such needs.</li> </ul>	E	
<ul style="list-style-type: none"> <li>▪ A good understanding of effective leadership and management in relation to raising pupils' attainment and school improvement.</li> </ul>	E	
<ul style="list-style-type: none"> <li>▪ An understanding of the importance of the culture and ethos of a school in securing high standards across all areas of school life and of strategies for improving these.</li> </ul>	E	
<ul style="list-style-type: none"> <li>▪ Knowledge of equality of opportunity issues and how they can be addressed in schools.</li> </ul>	E	
<ul style="list-style-type: none"> <li>▪ Good understanding of effective strategies for behaviour management at whole school level, in accordance with the school's behaviour management and touch policies, appropriate to each of the locations where children are taught.</li> </ul>	E	
<ul style="list-style-type: none"> <li>▪ Good up to date understanding of child protection issues and procedures.</li> </ul>	E	
<ul style="list-style-type: none"> <li>▪ Evidence of continuing and recent professional development relevant to leadership and management at a senior level – e.g. performance management, managing conflict, STPC, strategic planning.</li> </ul>	E	
<ul style="list-style-type: none"> <li>▪ Good understanding of how, in a hospital school context, opportunities can be made to enrich and enhance the curriculum to address the needs of different groups of 'vulnerable' pupils, including those of different lengths of stay, and address psycho-social development as well as 'narrowing the gap'.</li> </ul>	D	
<ul style="list-style-type: none"> <li>▪ An understanding of the role of a range of partnerships – e.g. parents, hospital and wider professionals, community arts etc. can promote school improvement and pupil progress for children with medical needs.</li> </ul>	D	
<ul style="list-style-type: none"> <li>▪ Good understanding of statutory requirements for pupils at all phases in the education system.</li> </ul>	D	
<ul style="list-style-type: none"> <li>▪ Good up to date understanding of health and safety issues applicable in hospital and home school contexts.</li> </ul>	E	

### Experience

<ul style="list-style-type: none"> <li>▪ Recent, significant and successful teaching experience in a school</li> </ul>	E	I
<ul style="list-style-type: none"> <li>▪ A proven track record of raising attainment.</li> </ul>	E	
<ul style="list-style-type: none"> <li>▪ Significant and successful experience of leading aspects of the assessment at whole school level</li> </ul>	E	

