



Job Description Deputy Headteacher

Main 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

In the absence of the Headteacher, the Deputy Headteacher will deputise, as directed by the Governing Board.

In this regard 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).

The Deputy Headteacher shall carry out the professional duties of a Teacher as described in the School Teachers' Pay and Conditions Document (STPCD).

Duties and responsibilities

Strategic Leadership

- Work with Trustees, Governors, Headteacher, Leadership Team, staff, students and families to implement the school's vision and strategic direction and inspire success
- Communicate the school's vision compellingly and support strategic leadership
- Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils
- Develop models of education that raise student achievement and aspiration and provide first class opportunities for students
- Be resilient to change and able to withstand pressure of competing deadlines and expectations,
- Challenge, motivate and empower staff and students to attain ambitious outcomes
- Build positive relationships with all members of the school community, showing positive attitudes to them, yet keeping a distance which ensures professional dialogue and upholds the decisions taken by the Leadership Team

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Headteacher: Mr Simon Martin BSc

Senior Leadership Team: Miss S McBurney, Mrs L Ramsay, Mrs T Willmott

Chairman of the Academy Trust: Bishop of St Edmundsbury and Ipswich **Chair of Governors:** Mr D Carruthers

- Remain robust with all stakeholders, especially when under challenge, following school policies and procedures
- Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally
- Work with political and financial astuteness, translating policy into the school's context and balancing the needs of the whole school offer
- Seek training and continuing professional development to meet own needs
- Work with the Governing Body as appropriate

Systems and processes

The descriptions below are not an exhaustive list or indeed a fixed list of responsibilities; we have flexibility to respond to the skills and interests of candidates which can be discussed at interview. The successful candidate will have the ability, flexibility and composure to be able to be part of a small but very effective leadership team where responsibilities overlap and are part of a wider discussion and decision making process.

General

- Support with the day-to-day management of the school
- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose

School Development

- To work as part of the SLT to develop and review the School Development Plan.
- Lead the process of subject reviews, to ensure that the school has a realistic appraisal of the quality of teaching and learning and that encourages teachers to reflect upon their practice and drive self-improvement.

Positive Behaviour

- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour
- To lead on behaviour and oversee the consistency of sanctions and rewards across the school.
- To have oversight of discipline and welfare of pupils within the school, including working with governors and external agencies.

Staff Development

- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice

- Lead the performance management process for teaching staff, ensuring that systems are transparent and fair and that appraisal is holistic and robust.
- To work as part of a leadership team to develop staff professionally and link this explicitly to Performance Management and Whole School Foci.

Line Management

- Support distribution of leadership throughout the school and line manage a number of middle leaders
- Line manage support staff, particularly linked to EVC and IAG.
- To have oversight of mid-term admissions of students into the school, liaising with the Office Manager and governors.

Wider Life of the School

- To oversee the organisation of Trips and Visits, including taking the role of EVC, ensuring that these represent rich and meaningful learning opportunities and that they meet all expectations of Health and Safety requirements.
- Be responsible for co-ordinating the appointment of Prefects, Head Boy/Girl etc. and their effective deployment.
- Oversee and lead the school offer of IAG for all pupils, through working with external agencies and school staff, particularly around options and post 16 destinations.
- Lead and manage the work experience offer for all pupils in Year 10.
- Assume responsibility for all matters relating to transport.

External agencies

- To work alongside the SENCo and the Assistant Headteacher, Pastoral, to secure the most appropriate curriculum offer to the most vulnerable students. This includes attendance at IYFAP, ensuring that all agencies are held to account and decisions taken which are in the best interests of the child and their place of learning.
- To work alongside the Business Manager to provide information and guidance to the Governors Health and Safety Committee.

Other

- Any other reasonable duties as directed by the Headteacher.