

Job Description

DEPUTY HEADTEACHER



Post Title: Deputy Headteacher

Responsible To: Headteacher

Grade: L19-23

Hours: Full time

As Deputy Headteacher, you will be required to meet the general requirements of this post as specified in the School teachers' Pay and Conditions document. Details follow below regarding the particular expectations of this post. In addition, you will be required to fulfil any reasonable expectations from the Headteacher. In the absence of the Headteacher, you may be required to act as Headteacher.

The post will require you to work in partnership with the Headteacher, governors and staff to ensure the continuous improvement of the school.

You will be responsible for specific tasks and the leadership of whole school aspects, which will be determined in consultation with the Headteacher.

Main Focus:

- Review, streamline and develop a strategy for the whole school's intervention procedures
- Devise a strategic plan for improving the quality of Teaching and Learning that benefits all our students
- Co-ordinate the use of data to track student progress and ensure that this is used by students, staff, parents and governors
- Support the work of the other Deputy Headteacher
- Line management responsibilities to be determined
- Serving officer of relevant Governors' committees

The main expectations of the role are as follows:

SHAPING THE FUTURE

- Support the Headteacher and governors in establishing a vision for the future development of the school
- Lead in the identification of key areas of strength and those to develop in the school
- Work to a high standard in implementing agreed policies, priorities and expectations, so as to set a good example for other colleagues
- Lead planning that sustains school improvement and ensures the school moves forward for the benefit of all its students
- Lead on all aspects of internal data and ensuring the school uses it to benefit students, parents and staff
- Lead, develop, evaluate and enhance the use of Student Premium – ensuring value for money and a positive impact on students
- Promote a culture of self-evaluation of the school
- To deputise for the Headteacher in his absence
- Provide support for staff in developing their leadership skills

TEACHING AND LEARNING

- To improve the quality of Teaching and Learning across the School
- To help and facilitate staff in their learning on the use of data so that it raises standards in school
- To lead in the development of data analysis to provide quantitative and qualitative information to aid action planning and accountability
- To ensure that resource allocation provides the best framework for our students.
- To help create and maintain a learning culture that enables students to become effective, enthusiastic, independent learners committed to lifelong learning
- Promote the active involvement of students in their own learning

- To Lead and co-ordinate intervention strategies across the school
- Support strategies to promote high standards of behaviour
- Support the development of an effective assessment framework
- Monitor and evaluate classroom practice
- Provide support for colleagues in improving their classroom practice

DEVELOPING SELF AND WORKING WITH OTHERS

- Promote and safeguard the safety and welfare of children and young people
- Contribute to the creation of a positive school ethos, in which every individual is treated with dignity and respect and the safety and welfare of children and young people is paramount
- To help build a professional learning community that enables others to achieve
- To share leadership, build teams and work co-operatively with students, staff, governors, parents and other members of the community to achieve the school's goals and objectives
- Set high expectations for your own performance and that of others

MANAGING THE ORGANISATION

- To lead in the production and implementation of improvement plans and policies for the development of the school
- To help build and maintain organisational structures and systems that distribute leadership and enable the school to run efficiently and effectively on a day-to-day basis
- Taking responsibility for the Appraisal/Performance Management of identified staff
- To lead in the coordination of SLT link meetings, and to effectively disseminate feedback
- Serving officer of relevant Governors' committees
- To liaise with outside agencies as appropriate to secure outstanding support for students
- To contribute to the development of leaders at all levels throughout the school.

SECURING ACCOUNTABILITY

- To ensure that individual staff accountabilities are clearly defined, understood and agreed, and are subject to rigorous review and evaluation
- To provide information, advice and support to the Headteacher to enable him to meet his responsibilities
- To provide information about, and account for, the school's work and performance to a range of audiences including parents and governors

STRENGTHENING COMMUNITY

- To help build a school culture and curriculum that takes into account the richness and diversity of the school's community
- To build and maintain links with the wider community to sustain and enrich all aspects of school life
- Promote and model good relationships with parents, which are based on partnerships to support and improve students' achievement
- To network and share best practice with other schools

SAFEGUARDING

To be accountable for promoting and safeguarding the welfare of students.

Cockermouth School is committed to safeguarding and promoting the welfare and well-being of its students, engages with young people and staff in policy and practice developments, proactively encourages feedback and expects all staff and volunteers to share this commitment.

January 2018