

Caterham High School

Job description: Deputy Headteacher

Job details

Salary: Leadership Scale L24 - L28

Contract type: full time

Reporting to: Headteacher

Responsible for: line management of teachers and staff as directed by the 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 and implementing 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

The Deputy Headteacher will have delegated responsibilities which are both school-wide and of considerable weight. This will be in addition to carrying out the professional duties of a teacher, as set out in the Pay and Conditions Document and subject to any amendments due to Government legislation, other than a Headteacher.

In partnership with the Headteacher and the Senior Leadership Team, the Deputy Headteacher will provide professional leadership and management of:

- all areas of Pastoral Care and Provision from Year 7 through to Year 13 working collaboratively with other senior and middle leaders to support school improvement and meet the objectives of the School Development Plan
- all areas of behaviour policy and practice to ensure a learning environment where every student can excel and thrive academically in line with school objectives
- the behaviour ethos for the school community, students and staff, as individuals, groups and cohorts to ensure a safe, orderly environment in line with the school ethos and to ensure safeguarding is embedded throughout school practice
- pastoral support and provision, including the pastoral curriculum, to address behaviours that challenge the school ethos and expectations
- the character development of the student body, as individuals, groups and cohorts to support school aspirations both in and out of school
- school relationships with the community, including the parental body, local, national and international communities, to support our students to become successful, committed, civic-minded members of society in line with the school ethos and objectives

If the Headteacher is absent, the Deputy Headteacher will deputise, with support from and as directed by the governing board. 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).

Duties and responsibilities

Qualities and knowledge

Under the direction of the Headteacher :

- Communicate the school's vision compellingly, personally demonstrating the vision and values in every day work
- Practice and support strategic leadership, playing a significant role in school self evaluation and through the School Development Plan, in areas of school policy and practice
- Support with the day-to-day management of the school through effective organisation and management, seeking ways to improve organisational structures and functions through rigorous self-evaluation
- Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all students
- To take an effective role in the School's Leadership Team, contributing to the development of identified areas leading to high standards of teaching, effective use of resources and improved standards of learning and achievement for all students
- Build positive relationships with all members of the school community, showing positive attitudes to them to build a professional learning community which enables others to achieve
- Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally, and disseminate effectively as appropriate
- Seek training and continuing professional development to meet own needs
- Work with political and financial astuteness, translating policy into the school's context
- Monitor and evaluate work carried out by teams within the school to ensure subjects or areas achieve targets and impact positively on the objectives and priorities of the school
- Work with the SLT to raise the quality of teaching and learning and students' achievement, setting high expectations and monitoring and evaluating effectiveness of learning outcomes
- Develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers
- Work with the Governing Body (providing information, objective advice and support) to help to enable it to meet its responsibilities
- Work with the Headteacher to ensure the school's accountability to a wide range of groups, particularly parents, carers, governors, LEA and the DfE: ensuring that students enjoy and benefit from a high quality education

Students, Parents and Carers, Community and Staff

Under the direction of the Headteacher:

- Play a significant role in developing a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes
- Demand ambitious standards for all students, instilling a strong sense of accountability in staff for the impact of their work on student outcomes
- Ensure excellent teaching in the school, including through training and development for staff
- Establish a culture of 'open classrooms' as a basis for sharing best practice

- Create an ethos within which all staff are motivated and supported to develop their skills and knowledge
- Identify emerging talents, coaching current and aspiring leaders
- Hold all staff to account for their professional conduct and practice
- With SLT, develop and maintain positive links and relationships with the local community, employers etc to promote a positive image of the school and strengthen community cohesion
- Work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all students

Systems and processes

Under the direction of the Headteacher:

- Ensure that the school's systems, organisation and processes are well considered, efficient, cost effective and fit for purpose
- Provide a safe, calm and well-ordered environment for all students and staff, focused on safeguarding students and developing exemplary behaviour, by supporting behaviour policy and practice across the school on a day to day basis
- Implement and monitor systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice
- To undertake annual Performance Management, setting and agreeing targets linked to School Development Plan priorities
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources, and monitor resources and budgets as appropriate
- Support distribution of leadership throughout the school

The self-improving school system

Under the direction of the Headteacher:

- Create an outward-facing school which works with other schools and organisations to secure excellent outcomes for all students
- Develop effective relationships with fellow professionals
- Work with outside agencies and stakeholders to inform future action
- Model entrepreneurial and innovative approaches to school improvement and leadership
- Inspire and influence others to believe in the fundamental importance of education in young people's lives and to promote the value of education

Safeguarding

The Deputy Headteacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct. They will uphold, support and act upon the school Safeguarding Policies and practice ensuring knowledge and understanding is up to date with clarity of procedures to be followed. They will attend Safeguarding meetings and events as appropriate and work with the Safeguarding Lead to promote strong, secure systems and development of ethos across the school.

The specific focus for the Deputy Headteacher's work programme will be directed and agreed at the beginning of each academic year. Duties and focuses within the roles and responsibilities of the Senior Leadership Team will be directed by the Headteacher as appropriate.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Deputy Headteacher will carry out. The postholder may be required

to do other duties appropriate to the level of the role, as directed by the Headteacher . *This job description will be reviewed at regular intervals and is subject to change as the needs of the school evolve.*

Last review date: April 2020

Next review date: June 2021

Headteacher's signature: _____

Date: _____

Postholder's signature: _____

Date: _____

Person specification

CRITERIA	QUALITIES	ESSENTIAL	DESIRABLE
Qualifications and training	Qualified teacher status	X	
	Degree	X	
	Professional development in preparation for a leadership role	X	
Experience	Successful leadership and management experience in a school at Deputy or Assistant Head for a minimum of five years	X	
	Significant and successful teaching experience with ability to teach across a range of subjects as needed	X	
	experience of school self-evaluation and strategic development planning for change which has had a significant impact at whole school level	X	
	Demonstrate the ability to work strategically and successfully at a senior leadership level	X	
	Experience of contributing to staff development	X	
	Successful leadership and experience (at senior leadership level) of leading pastoral development across a school	X	
	Experience of senior leadership of all areas of behaviour policy and practice to promote progress and academic success	X	
	Senior Leadership Experience and knowledge of pastoral support and provision to address challenging behaviours including addressing reduction of exclusion	X	
	Leadership knowledge and experience of student character and personal development	x	
	Experience of building and sustaining effective relationships with parents, carers, other schools and the local and broader community to enhance the behaviour and education of pupils		x
	Experience of holding others to account and managing difficult conversations		
	Successful experience of Line management and delegation of leadership responsibilities and management	X	
Skills and knowledge	Has a clear understanding of the impact of change and different leadership styles on individuals and organisations	X	
	Ability to comprehend and articulate the complexity of school accountability measures and to be able to make strategic decision in the best interests of students and the school within an understanding of national and government agendas	X	

	Demonstrates a clear understanding of the principles and practice of quality assurance systems, including school review, self evaluation, performance management and school development planning and have experience of these.	X	
	A practical understanding of how to analyse and use the full range of evidence and data, including performance data and external evaluations, to support, monitor, evaluate and improve aspects of the school, including challenging poor performance	X	
	Understands how to establish and sustain effective organisational structures, systems, policy and practice	X	
	Knowledge, understanding and the ability to strategically address school priority areas in particular Pastoral Care and Provision, Behaviour and Community relationships	X	
	Understanding of high-quality teaching, and the ability to model this for others and support others to improve	X	
	Understanding of school finances and financial management		X
	Effective communication (oral and written) and interpersonal skills	X	
	Ability to think analytically, creatively, innovatively and put plans into place to support new initiatives and to demonstrate initiative in solving problems	X	
	Has an understanding of inclusion, equalities and diversity and is able to implement this effectively within the role	X	
Personal qualities	A personal enthusiasm and commitment to getting the best outcomes for all students and promoting the ethos and values of the school	X	
	Ability to communicate a vision and inspire others	X	
	Ability to build effective working relationships	X	
	Ability to work under pressure and prioritise effectively, and to organise others	X	
	Commitment to maintaining confidentiality at all times	X	
	Knowledge of and commitment to the safeguarding and promoting the welfare of children and young people	X	
	Ability to work quickly and efficiently to resolve day to day issues and more significant work	X	
	Understands the significance of interpersonal relationships and strategies for promoting individual and team development and positive relationships with stakeholders	X	
	Demonstrate resilience, optimism and flexibility	X	
	Demonstrate a capacity for sustained hard work with energy and vigour	X	

	Be aware of own strengths and areas for development and listen to, reflect constructively and act upon, as appropriate, the feedback from others.	X	
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