

<b>Responsible to:</b>	Headteacher
<b>Responsible for:</b>	Behaviour and Standards within the school as detailed within the main tasks and responsibilities detailed below, including the strategic delivery of pastoral care to support inclusive teaching and learning.
<b>Salary:</b>	Leadership Pay Scale: L18 to L22
<b>Contract length:</b>	Permanent

### Purpose of the Role:

To work collaboratively with the Headteacher, Senior Deputy Headteacher (Director of Inclusion), Deputy Headteacher (Curriculum and Teaching & Learning), and the wider Senior Leadership Team to sustain and strengthen our evidence-informed approach to whole-school leadership, with the aim of ensuring a consistently high-quality, inclusive education for all students.

The functions and specific responsibilities below are to be undertaken in conjunction with the duties of a Deputy Headteacher as defined in the Teachers' Pay and Conditions Document.

To achieve any performance criteria, objectives or targets agreed with or set by the School's Board of Trustees in accordance with the requirements set out in the School Teachers' Pay and Conditions Document.

Although initially the successful candidate will have complete oversight of our behaviour and pastoral systems, over time you can expect the roles/responsibilities to evolve and change in line with the school's strategic priorities. The remainder of this job description outlines the responsibilities of all members of the Senior Leadership Team.

Please note: In the Headteacher's absence you will report to the Senior Deputy Headteacher (Director of Inclusion).

### Main Tasks and Responsibilities:

The information contained below is to help staff understand what the role of Deputy Headteacher entails. That said, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, it is not possible to identify every aspect of the role in specific detail. Therefore, the job descriptions offer a broad overview of the roles and responsibilities. Candidates should be clear that these will change and evolve over time.

#### Key responsibilities:

##### Behaviour and Attendance:

- Oversight of the Behaviour System.
- Strategic Safeguarding lead (you will line manage the operational non-teaching DSL)
- Attendance & punctuality
- Pastoral Care system
- Uniform
- Rewards & Sanctions
- Line management of Heads of Year
- Mid-Year Admissions
- Detention rotas

### **Main Tasks and Responsibilities:**

- Duties
- Oversight of Award Evenings (delegate organisation to relevant HOYs)
- Oversight of Transition from Year 6 to Year 7, supporting our non-teaching Transition Co-ordinator
- Oversight of the school's phone pouch policy

#### **Safeguarding**

- Ensure the school Safeguarding policy is updated and reviewed annually and made available to all staff and parents.
- Act as a champion of the school's safeguarding policy and procedures.
- Working alongside the Designated Safeguarding Lead, ensure all statutory safeguarding requirements are met by all staff at the beginning of each academic year, inducting and supporting new members of staff with regards to the school and Cheshire East safeguarding policies and procedures. Working alongside the Designated Safeguarding Lead, ensure all statutory safeguarding requirements are met by all staff at the beginning of each academic year, inducting and supporting new members of staff in relation to the school and Cheshire East safeguarding policies and procedures.
- Liaise with the DSL regarding ongoing concerns and investigations as appropriate
- Ensure all staff have frequent updates so that they can recognise and report any concerns immediately.
- Attend relevant training on an annual basis to reinforce and enhance Safeguarding knowledge and practice.
- Represent the school at safeguarding and multi-agency meetings when required and share information appropriately with colleagues.

#### **Achievement and Standards**

- Demonstrate high expectations and set challenging objectives for students' performance
- Ensure a consistent and continuous focus on student achievement, using data to track and monitor the progress of every student's learning
- Challenge underperformance and support middle leaders in raising achievement
- Use national, local and school data effectively to analyse and evaluate student progress
- Plan and implement effective interventions to support students
- Continuously monitor and evaluate the effectiveness of provision across the school

#### **Quality of Teaching**

- Ensure all teaching in the school is highly effective and that students are engaged in outstanding learning experiences every day
- Secure and sustain effective teaching through structured quality assurance activities e.g. Secure and sustain effective teaching through structured quality assurance activities, e.g. the analysis of performance data, observation of teaching, learning walks, work scrutiny, book looks and student interviews
- Demonstrate the knowledge and understanding of pedagogical practices that best inspire all learners to achieve well
- Contribute to the development of teaching and learning by leading and supporting professional learning programmes, coaching and mentoring of teachers
- Contribute to the development of the curriculum to best reflect the needs of all students
- Seek opportunities to collaborate with other schools and other relevant networks to share and develop excellent pedagogical practice
- Take a strategic role in the development of new and emergent technologies to enhance and extend the learning experience of students.
- Implement strategies that ensure high standards of behaviour.
- Promote extra-curricular activities and out of hours learning which enhance learning opportunities.
- Teach high quality lessons, with a timetable in line with that which the headteacher determines to be a suitable timetable for a Deputy Headteacher.

### **Main Tasks and Responsibilities:**

#### **Leadership and Management**

- Deputise for the Headteacher in their absence
  - Lead by example and be a role model for all stakeholders in the school
  - Effectively manage an agenda of continual improvement to raise standards in all areas of school life
  - Establish and sustain the school's ethos and strategic direction together with the board of Trustees and through consultation with the school community
  - Take the strategic lead for specified areas of improvement and development and make a significant contribution to the strategic development of all areas of the school, whether or not holding a direct responsibility for the strategic feature
  - Contribute to the development and review of the School Improvement Plan, Self-Evaluation Form and related documentation
  - Line manage designated members of staff to ensure they work effectively to raise student achievement and attainment across the school and provide effective support, guidance, challenge and information for all staff within designated areas of responsibility
  - Maintain clear expectations, high standards of professionalism and collaboration to meet the school's improvement and development priorities
  - Assist in the appointment of staff and their deployment to make most effective use of their skills, expertise and experience in order to raise standards of achievement across the school
  - Ensure that all staff members have a clear understanding of their roles and responsibilities.
  - Use appropriate resources, in consultation with the Headteacher, for effective, efficient and safe teaching and learning across the school – including, for example; accommodation, agreed budgets, staff, time, courses, development opportunities and ICT resources.
  - Liaise effectively with all stakeholders, including parents, students, feeder schools, partner secondary schools, business and community partners and the wider community, as appropriate to designated strategic responsibilities.
  - Network with other institutions in order to learn more about the ways that they are effecting change and transformation.
  - Ensure the school is compliant with national and local legal and policy requirements.

#### **Personal Development and Wellbeing**

- Treat all members of the school community fairly, equitably and with respect to create and maintain the ethos of the school.
- Create and promote positive strategies for developing equal opportunities regardless of race, religion or disabilities
- Recognise and reward students who are making good progress and identify underachievement, putting in place appropriate support to help them overcome their barriers to learning.
- Support extra-curricular opportunities
- Support the school in the delivery of the inclusivity and 'diminishing differences' agenda
- Ensure the safeguarding of all students through the implementation of effective policies and procedures.
- Ensure a safe working and learning environment through application of appropriate risk assessment and adherence to current Health & Safety regulations.

#### **Professional Development**

- Keep up-to-date with current research and practice in terms of what constitutes quality in educational provision, the characteristics of effective schools and strategies for raising students' achievement
- Lead professional development activities, as appropriate, to update and develop the skills of colleagues.
- Provide regular coaching and mentoring for less experienced colleagues.
- Participate in appraisal processes in accordance with school policy.

### Main Tasks and Responsibilities:

#### All employees have the responsibility to:

- Ensure any documentation produced is to a high standard
- Be aware and comply with policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Promote their area of responsibility within the school and beyond
- Represent the school at events as appropriate
- Support and promote the school ethos
- Play a full part in the life of the school community by supporting its distinctive aims and values and to encourage students to follow this example.
- Promote and actively comply with the school's policies, including the Health and Safety policy.
- Liaise with the Health and Safety team and take part in the annual risk assessment process. This involves identifying potential hazards, assessing the risks associated with these hazards, and implementing measures to control or mitigate these risks.
- Carry out the professional duties of a teacher as outlined in the School Teachers' Pay and Conditions Document currently in operation, or any subsequent legislation.
- Provide cover supervision/curriculum support where necessary.
- Organise and take part in extra-curricular provisions as relevant.
- Take part in regular training including termly cyber security awareness training.
- Attend school and relevant wider based training sessions as required or necessary.
- Attend team meetings and undertake duties and responsibilities as directed by the Headteacher or Senior Deputy Headteacher (Director of Inclusion).
- Fulfil the needs of the wider Pastoral and Inclusion Teams by working in partnership with the Designated Safeguarding Lead, parents and relevant outside agencies.
- Maintain confidentiality regarding handling of sensitive data pertaining to students, staff, or school related matters to ensure the integrity of all data held in the school.

All roles which are part of being a member of the SLT (e.g. All responsibilities associated with being a member of the Senior Leadership Team (e.g.

departmental line management, duties, detention rotas, assemblies, readmission meetings) will be subject to discussion and negotiation. The only non-negotiable requirement is attendance at the after-school SLT meeting at least once per fortnight. This meeting usually lasts between 3.30 and 5.30pm. (typically 3.30–5.30pm).

**Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the employee's line manager / Headteacher from time to time, up to or at a level consistent with the principal responsibilities of the job.**

**Signed :**

**Date:**