

PHOENIX COLLEGE

Job Description

JOB TITLE: Deputy Headteacher

RESPONSIBLE TO: The Headteacher

SALARY RANGE: Leadership points 14-18

CORE PURPOSE:

- Work in partnership with the Headteacher and IEB to create a shared vision and strategic plan which inspires and motivates pupils, staff and all other members of the school community.
- Act as a role model within the school and as a representative of the school at school events. To support and assist the Headteacher in the organisation and management of the school.
- To undertake any professional duties of the Headteacher which have been delegated to them by the Headteacher.
- To undertake any professional duties of the Headteacher in the event of the Headteacher's absence from school.

DUTIES AND CONDITIONS

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. This job description may be modified by the Headteacher, with the postholder's agreement, to reflect or anticipate changes in the role.

RESPONSIBLE TO the Head Teacher and IEB

AREAS OF RESPONSIBILITY AND KEY TASKS

To work with the Head and Governors to develop and establish the strategic view for the school. To play an active role in establishing, implementing and reviewing the School Improvement Plan in order to raise standards.

The Deputy Head will:

- Demonstrate the vision and values of the school in their everyday work and practice through inspirational leadership and creativity.
- Support and promote the aims and ethos of the school.
- Participate in rigorous self-evaluation of the school and use this evaluation to set realistic and challenging targets as part of school improvement.

- Play a significant role in formulating the aims and objectives of the school and establishing the policies through which they will be achieved.
- To take on a significant responsibility for the day to day running of the school including that of timetabling issues.
- To undertake, in the absence of the Headteacher the professional duties of the Headteacher.
- Add capacity to the Senior Leadership Team (SLT), attending all meetings and coaching the Assistant Headteachers.
- To have a teaching commitment.
- To offer behaviour management support and advice to colleagues as and when necessary.
- To share in the promotion of a positive image of the school.
- To be involved in the review, writing and implementation of the School Improvement Plan.
- To share in leading Whole School Assemblies/School Meetings.
- To be involved in the school appraisal policy.
- To support the Headteacher in the implementation of the schools monitoring and evaluation policy with particular regard to ensuring high quality teaching and learning throughout the school.
- To be the lead person to oversee the induction of new staff to the school.
- To share, with other members of the SLT, line management responsibilities for teachers and learning support assistants.
- Act as a coach and mentor for staff, including where performance is unsatisfactory.
- Provide oral and written reports for the Senior Leadership Team, Governors and LA partners.
- Play an active part in pupil discipline and support procedures within the school.
- Liaise with the parents of children whose behaviour, academic performance or welfare is causing concern.
- Engage in professional development activities.
- Lead staff development activities.
- To deliver a specialist subject throughout the school as and when necessary.
- To ensure the work is in harmony with the overall aims of the school and with other subject areas.
- To keep abreast of developments and evaluate new approaches.

- To keep colleagues informed of professional development by disseminating information.
- To keep the Headteacher fully informed on all matters relating to the post holder's particular responsibilities.
- To liaise with other schools and agencies where necessary.
- To liaise with parents and promote parental and community interest's and understanding.
- Promote and safeguard the safety and welfare of the children.
- To undertake any other duties which the Headteacher may reasonably request.
- These duties may be varied to meet the changing requirements of the school at the reasonable direction of the Headteacher in consultation with the post holder.

SPECIAL/OTHER REQUIREMENTS or RESPONSIBILITIES OF THIS POST

Safeguarding Children and Safer Recruitment

This school is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment. The Deputy Headteacher should support the Headteacher in ensuring that:

- The policies and procedures adopted by the governing body are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing in the assessment of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed disclosure policy and code of conduct.

What level of CRB check is required for this post? ~~NONE~~/STANDARD/ENHANCED

Does the post require a Protection of Vulnerable Adults (POVA) check? YES/~~NO~~

Does the post require a Protection of Children Act (POCA) check? YES/~~NO~~

What other security/safer recruitment clearances are required for this post (excluding standard identity/work permit/education qualification checks)? – Please specify

Is this post 'politically restricted'? YES/~~NO~~

You have a duty to be aware of your financial responsibilities as outlined within the finance manual

What Level H&S Responsibilities are applicable to this post? ~~LEVEL 1~~/LEVEL 2/LEVEL 3

Signed

Date

