



## Job Description

### Deputy Headteacher

L 17-21

#### **ROLE**

Deputy Headteacher

#### **PAY RANGE**

L17-21

#### **LINE MANAGER**

Headteacher

#### **JOB PURPOSE**

To provide visionary and strategic leadership in the areas of responsibility outlined below and contribute as widely as possible to making Marden High School an exceptional school.

This job description is set within the framework of, and should be read in conjunction with, the National Standards for School Leadership which are about professional attributes, values, knowledge and understanding in relation to:

- Leading strategically
- Leading on Progress, Personal Development, Enrichment and Disadvantaged
- Leading the organisation
- Leading people
- Leading in the community

#### **Purpose of Post**

- To play a full and active part in the leadership and management of the school and to work at the discretion of the Headteacher and Governor in the pursuit of excellence in all that we do for our young people.
- To ensure continuous improvement in the quality of provision for our learning community so that these are exceptional. This post has a key strategic role in leading on Progress, Personal Development, Enrichment and Disadvantaged students.
- To work with the Headteacher to support and develop staff and the organisation to ensure that the school, overall, moves in a sustainable manner towards exceptional.
- To motivate and lead others by example by being an outstanding teacher, an inspirational role model, and a high performing and reliable leader.

The responsibilities outlined below apply to all members of the Leadership Team. This post will involve close working with all other colleagues within the team including the Headteacher.

## **Strategic Leadership and Management of the Organisation**

1. Being a highly visible and approachable presence to students, staff and other stakeholders around school and at school events and activities while sustaining the specific demands of the role.
2. Ensuring a safe and supportive learning environment is provided for all learners before, during and after the timetabled day including lunchtimes.
3. Contributing to the development of the strategic vision of the school and their specific area of responsibility.
4. Keeping up to date with Ofsted and other statutory requirements and ensuring that these are communicated to the Headteacher, Leadership Team and relevant people.
5. Searching out evidence-based leading practice from across the system, evaluating our own against it and making recommendations to the Headteacher and Leadership Team on how it may be incorporated into our provision in a planned and systematic way.
6. Taking responsibility for line managing specific individuals, teams and areas, being accountable for their performance and ensuring that they meet the overall standards expected by the school.
7. Playing a key role in the day to day running of the school including leading, oversight of and attendance at special events and for specific areas.
8. Putting high quality learning and teaching at the centre of strategic planning, resource management, monitoring, review and evaluation.
9. Using new technologies in an integrated way to develop teaching, learning and the leadership and management of the school.
10. Taking responsibility for producing clear, concise, well-researched and evidence-based policies, plans, processes and reports for a variety of audiences and stakeholders within and beyond the school.
11. Having high expectations against external benchmarks, engaging in systematic quality assurance, preparing for inspection, self-evaluation and improvement planning for all aspects of school life as well as specific areas of individual responsibility.

## **Leading and Managing Teaching, Learning, Achievement and Standards**

1. Monitoring, evaluating and reviewing classroom practice and promoting agreed improvement strategies in line managed areas.
2. Ensuring teaching quality meets school expectation, challenging underperformance and ensuring effective follow-up.
3. Celebrating success and implementing ambitious strategies for continuous improvement while proactively challenging underperformance at all levels.

## **Leading and Managing People: Professional and Staff Development**

1. Undertaking appropriate personal and professional development consistent with identified needs and participating in arrangements for performance management and review of self and other staff.
2. Contributing to staff recruitment, deployment, development and review.
3. Being well-read and informed about general educational developments as well as those specific to their role and keeping others informed of these.
4. Developing and maintaining a culture of high expectations for self and others and taking appropriate action when performance is unsatisfactory.
5. Regularly reviewing own practice, setting personal targets and taking responsibility for own personal development.

## **Leading and Managing Working with the Community**

1. Developing positive relationships with students, parents and the community and colleagues and ensuring learning experiences are linked into and integrated with the wider community, especially in terms of transitions.
2. Creating and maintaining effective partnerships with parents and carers.
3. Using every opportunity to promote the achievements of young people and the school.
4. Attending Governors' meetings and agreed events in the wider community as required and agreed.

## **DEPUTY HEADTEACHER KEY RESPONSIBILITIES**

- 1 Support the Headteacher in providing strong values-driven leadership of Marden High School including:
  - Ensuring the smooth running of the school on a daily basis and that school policies are followed by all members of the school community.
  - Supporting the AHTs in their areas of responsibility.
  - Working with the Headteacher on staff appointments, taking into account relevant employment legislation and School needs.
  - The School Improvement Planning and self-evaluation processes, ensuring that systems are efficient and fit for purpose to manage the School's involvement in a range of networks.
  - Sustaining the School ethos of respect for the individual, hard work, and celebration of achievement.
  - Ensuring the School has excellent relationships with all stakeholders and maintains its excellent reputation.
- 2 Leading on Progress, Personal Development, Enrichment and Disadvantaged students:
  - To establish and maintain effective target setting and monitoring of student progress.
  - To oversee and develop the extra-curricular and enrichment programme alongside enrichment benchmarks.
  - To support middle leaders in ensuring robust self-evaluation via curriculum development planning and make a significant contribution to improving the quality of teaching and learning within their teams.
  - To oversee disadvantaged students, monitoring their progress, identifying barriers and developing support with staff.
  - To oversee Personal Development in all aspects of the school including overseeing the Personal Development Curriculum lead, mindfulness, health and well-being provision, tutor time and assembly rota.
  - To oversee student leadership by leading the school cabinet, student voice, prefects, co-redination of charities and exploring other areas and opportunities for students to develop leadership.
- 3 Within the context of contributing as widely as possible to making Marden High School an exceptional school:
  - Set high professional standards befitting of a Senior Leader.
  - Play a full part in the decision making of the Leadership Team and as a Senior Leader take a measure of responsibility for successful implementation of those decisions.
  - Contribute to the duty schedule undertaken by Senior Leaders.
  - Other responsibilities will be determined on appointment and reflect the postholder's skills and areas of expertise.
- 4 Deputise for the Headteacher in her absence as appropriate.
- 5 Reflect on, and evaluate progress towards, the professional obligations noted above.