



Excellence for All

Deputy Headteacher – Job Description

Post title: Deputy Headteacher
School: Manor Green School

Pay range: L21-25 (Fringe)

Responsible to: The Headteacher
Responsible for: Curriculum

Core Role

- To work with the Headteacher and Assistant Headteacher's to develop the curriculum so that it continues to meet the needs of all learners.
- To work with the Headteacher to ensure the overall, progress and development of students throughout the school ensuring the implementation of effective strategies and actions to improve student outcomes.
- To work with the Headteacher and AHTs to monitor the effective use of data and assessment, to ensure any gaps are identified and addressed.
- To work with the Headteacher to further develop teaching and learning in the school, including the continuing professional development of staff.
- In the temporary absence of the Headteacher to undertake the professional duties of the Headteacher in rotation with the other Deputy Headteacher in the school.

Summary of the main duties and responsibilities

1. Carry out the duties of this post in line with the remit outlined in the current *School Teachers' Pay and Conditions Document* including the conditions of employment for Headteachers and the school's own policies and procedures.
2. Promote the safeguarding of children and young people within the school at all times
3. Under the overall leadership of the Headteacher, have and promote a clear understanding of the vision, aims, and ethos of the school, and an awareness of its role in the community.
4. Promote the school's vision and ensure that it is seen as an underpinning principle of all that we do.
5. Promote the school's Code of Conduct: The Golden Rules © and ensure the general good order and discipline of the school
6. Together with the Headteacher and other stakeholders, lead on the development of school's policies and procedures and ensure the implementation of all of the policies in daily practice.
7. Lead and be responsible for the continuous improvement of the standards of teaching and learning, including planning and implementation of the curriculum, quality assurance



Excellence for All

Deputy Headteacher – Job Description

of teaching and learning, as well as reporting on the self-evaluation of the school's effectiveness to the Headteacher, the Governors and a wide range of stakeholders

8. Take full responsibility for the leadership of the school in the absence of the Headteacher
9. To be the strategic leader for curriculum development and implementation

Section A – Generic Duties and Responsibilities

Shaping the Future

To work with the Headteacher and others to create a shared vision and strategic plan which inspires and motivates students, staff and all other members of the school community. This vision expresses core educational values and moral purpose and is inclusive of stakeholders' values and beliefs. The strategic planning process is critical to sustaining school improvement and ensuring that the school moves forward for the benefit of its students.

Actions

1. To ensure the vision for the school is clearly articulated, shared, understood and acted upon effectively by all
2. To work within the school community to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement
3. To demonstrate the vision and values in every day work and practice
4. To motivate and work with others to create a shared culture and positive climate
5. To ensure creativity, innovation and the use of appropriate new technologies to achieve excellence
6. To ensure that strategic planning takes account of the diversity, values and the experience of the school and community at large

Leading Learning & Teaching

To be responsible for raising the quality of teaching and learning which impacts on students' achievement, by setting high expectations and monitoring and evaluating the effectiveness of learning outcomes. A successful learning culture will enable students to become effective, enthusiastic, independent learners, committed to life-long learning.

Actions

1. To ensure a consistent and continuous school-wide focus on students' achievement, using data and benchmarks.
2. To monitor progress in every child's learning.
3. To ensure that learning is at the centre of strategic planning and resource management.
4. To establish creative, responsive and effective approaches to learning and teaching.



Excellence for All

Deputy Headteacher – Job Description

5. To ensure a culture and ethos of challenge and support where all students can achieve success and become engaged in their own learning.
6. To demonstrate and articulate high expectations and set stretching targets for the whole school community.
7. To lead and contribute to organising and implementing a diverse, flexible curriculum and implement an effective assessment framework.
8. To take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of students.
9. To monitor, evaluate and review classroom practice and promote improvement strategies.
10. To challenge underperformance at all levels and ensure effective corrective action and follow-up.
11. To lead assemblies as required.

Developing Self and Working with Others

To recognise that effective relationships and communication are important in work with and through others. Effective Senior Leadership Team members manage themselves and their relationships well. Leadership is about building a professional learning community, which enables others to achieve. Through performance management and effective continuing professional development practice, the Leadership Team supports all staff to achieve high standards. The Senior Leadership Team members should be committed to their own continuing professional development in order to develop the capacity to deal with the complexity of the role and the range of leadership skills and actions required of them.

Actions

1. To treat people fairly, equitably and with dignity and respect.
2. To create and maintain a positive school culture.
3. To build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities.
4. To develop and maintain effective strategies and procedures for staff induction, professional development and performance review.
5. To ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
6. To acknowledge the responsibilities and celebrate the achievements of individuals and teams.
7. To develop and maintain a culture of high expectation for self and for others and take appropriate action when performance is unsatisfactory.
8. To regularly review own practice, set personal targets and take responsibility for own personal development.
9. To manage own workload and that of others to allow an appropriate work/life balance.

Managing the Organisation

To provide effective organisation and management of the school and seek ways of improving organisational structures and functions based on rigorous self-evaluation, thereby ensuring that the school and the people and resources within it are organised and managed to provide an efficient, effective and safe learning environment. Building capacity across the workforce and



Excellence for All

Deputy Headteacher – Job Description

ensuring resources are deployed to achieve value for money, and building a successful organisation through effective collaboration with others, by re-examining the roles and responsibilities of those adults working in the school.

Actions

1. To create an organisational structure which reflects the school's values, and enables the management systems, structures and processes to work effectively in line with legal requirements.
2. To produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities.
3. To ensure that, within an autonomous culture, policies and practices take account of national and local circumstances, policies and initiatives.
4. To manage resources effectively and efficiently to achieve the school's educational goals and priorities.
5. To implement successful performance management processes with all staff.
6. To manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
7. To ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all students and provide value for money.
8. To use and integrate a range of technologies effectively and efficiently to manage the school.

Securing Accountability

To ensure values are at the heart of leadership, with responsibility to the whole school community. Senior Leadership Team is accountable to a wide range of groups, particularly students, parents, carers, governors and the Trust. They are accountable for ensuring that students enjoy and benefit from a high quality education, for promoting collective responsibility within the whole school community and for contributing to the education service more widely.

Actions

1. To develop a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
2. To ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
3. To work with the governing body (providing information, objective advice and support) to enable it to meet its responsibilities.
4. To develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers.
5. To reflect on personal contribution to school achievements and take account of feedback from others.

Strengthening Community

To commit to engaging with the internal and external school community to secure equity and entitlement. To collaborate with other schools in order to share expertise and bring positive benefit to their own and other schools working collaboratively at both strategic and operational



Excellence for All

Deputy Headteacher – Job Description

levels with parents and carers and across multiple agencies for the well-being of all children. Sharing responsibility for leadership of the wider educational system and be aware that school improvement and community development are interdependent.

Actions

1. To build a school culture and curriculum which takes account of the richness and diversity of the school's communities.
2. To create and promote positive strategies for challenging racial and other prejudice and dealing with racial harassment.
3. To ensure learning experiences for students are linked into and integrated with the wider community.
4. To ensure a range of community-based learning experiences.
5. To collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of students and their families.
6. To create and maintain an effective partnership with parents and carers to support and improve students' achievement and personal development.
7. To seek opportunities to invite parents and carers, community figures, businesses or other organisations into the school to enhance and enrich the school and its value to the wider community.
8. To contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
9. To co-operate and work with relevant agencies to protect children.

Section B – Specific Duties and Responsibilities

These responsibilities are specific to the current circumstances of the school and reflect quite closely the operational tasks the Deputy Headteacher is likely to experience in everyday practice.

1. In partnership with the Headteacher and the Assistant Headteachers, lead on the innovations to the curriculum on offer, ensuring that it always reflects the needs of the students and meets with the regulatory requirements
2. Lead and be responsible for the continuous improvement of the standards of teaching and learning
3. Quality assure the teaching and learning, including organisation of cyclical programme of lesson observations and moderation events
4. Lead on a live school self-evaluation and report to the Headteacher (weekly), the Governors (termly) and a wide range of stakeholders (annually, or as required) the current state of school's overall effectiveness



Excellence for All

Deputy Headteacher – Job Description

5. Respond to legislative and regulatory changes, developing school's systems of pupil progress assessment, always ensuring that the school leads the way in the innovative solutions for SEN methodologies of progress monitoring and benchmarking
6. Lead meetings with prospective students and families, including information events and school tours
7. Lead visits for prospective employees and volunteers, including information events, school tours and recruitment activities
8. In partnership with the Headteacher and other stakeholders, organise and lead assemblies, celebratory, fundraising and PR events, as required. These may, at times, be outside of the school day/week/term.
9. Be a part of the school's Safeguarding Team and act as one of the Designated Safeguarding Leads and a Domestic Abuse Trained Professional
10. Be present at the start and end of the school day and during the breaks, "walking the school"
11. Act as the Headteacher's representative in dealing with initial student, parental or commissioner enquiries and/or complaints.
12. Lead Teacher Training in the school by liaising with the partner teacher training providers. Act as the mentor for the NQTs, trainee teachers and work experience students, as required
13. In partnership with the Headteacher develop the school facilities to meet future needs of pupils
14. Work with the Head of HR to support design and delivery of the induction, professional development and support programmes for school staff
15. In partnership with the Headteacher manage school resources effectively
16. Promote and protect the health, safety welfare of pupils and staff
17. Develop and maintain contact with all specialist support services as appropriate
18. Work with the Assistant Headteacher (Therapeutic Learning Support) on promoting, developing and evaluating the Manor Green School's Outreach Service
19. Together with the Headteacher, promote and develop school's online presence and its profile as a Centre of Excellence
20. Participate, together with other members of the Strategic Leadership Team in the out-of-hours on-call duties (on a rota basis)



Excellence for All

Deputy Headteacher – Job Description

21. Take full responsibility for the leadership of the school in the absence of the Headteacher
22. Undertake any professional duties, reasonably delegated by the Headteacher

Note to post holder:

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.