

Woodlands Academy

Deputy Headteacher

Job Description

Job title:	Deputy Headteacher
Salary and grade:	£68,361- £76,154 (L6-L11 Inner London pay scale)
Responsible to:	Headteacher and the Governing Body
Line manager:	Headteacher
Supervisory responsibility:	Classroom Support Staff, Early Career Teachers, Trainee teachers

Main purposes of the job

To work in partnership with the Headteacher to provide professional leadership for the school which secures its success and improvement, ensuring high quality education for all its pupils and improved standards of teaching, learning and achievement.

- Under the overall direction of the Headteacher play a lead role:
 - In formulating the aims and objectives of the school and establishing the policies through which they are to be achieved
 - Ensure consistent standards in the delivery of the curriculum across the school, including monitoring pupils' progress towards attainment targets
 - Proactively manage staff and resources
 - Take full responsibility for the school in the absence of the Headteacher.
 - Carry out the professional duties of a teacher as required.
 - To be the qualified SENDCo for the school
 - To be the Deputy Designated Safeguarding Lead.
 - Take responsibility for promoting and safeguarding the welfare of children and young people within the school
 - To lead on pupil wellbeing and family support and engagement.
 - To lead on behaviour, supporting class teachers where necessary and communicating directly with parents.
 - To contribute to the school's digital action plan.
 - To contribute to strategic development of attendance, behaviour and pastoral support systems
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This post is non-class based but will involve some teaching duties across the school to deliver interventions, cover PPA, team teach and the modelling of 'quality first' teaching strategies.

Duties

The duties outlined in this job description are in addition to those covered by the most recent 'School Teachers' Pay and Conditions Document'. It may be modified by the headteacher, after discussion with the post holder, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Shaping the Future

1. To support the headteacher and governors in establishing an ambitious vision and ethos for the future of the school.
2. To play a major role in the school improvement and school self-evaluation planning process, through agreed priorities.

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3. To contribute to the development, implementation and monitoring of School Development Plan and associated action plans and other policy developments where appropriate.
4. To lead by example to motivate and work with others.
5. In partnership with the headteacher, to lead by example when implementing and managing change initiatives.
6. To promote a culture of inclusion within the school community where all views are valued and considered.

Leading Teaching and Learning

7. To be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community.
8. To ensure the curriculum is diverse, inclusive and representative of our multicultural school community.
9. To work with the headteacher to raise standards through staff performance management.
10. To lead the development and delivery of training and support for staff in the areas of teaching and learning and inclusion.
11. To lead the development and review of agreed aspects of the curriculum including planning, recording, reporting, assessment for learning and the development of a creative and appropriate curriculum for all pupils.
12. To assist the headteacher in managing the school through strategic planning and the formulation of policy and delivery of the strategy, ensuring management decisions are implemented.
13. To support the headteacher with the processes involved in monitoring and evaluating the quality of teaching and learning taking place throughout the school, including lesson observations, to ensure a consistently high quality.
14. To ensure robust evaluation of school performance, progress data and actions to secure improvements comparable to appropriate national standards.
15. To ensure through leading by example the active involvement of pupils and staff in their own learning.
16. To ensure that appropriate support is provided for pupils who speak English as an additional language.
17. To use technology to improve and enhance teaching and learning across the school.

Additional and Special Educational Needs & Disabilities

18. Ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities
19. Establish and sustain culture and practices that enable all pupils to access the curriculum and learn effectively
20. Work effectively in partnership with parents, carers and professionals to identify the additional needs and special educational needs and disabilities of pupils, providing support and adaptation where appropriate
21. To develop and deliver policies and procedures to ensure the school fulfils its statutory duties with regard to the SEND code of practice

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22. To report on SEND and Inclusion to the Governing Body.

Developing Self and Others

23. To support the development of collaborative approaches to learning, demonstrating a desire for self-improvement through CPD.
24. To support the induction of staff new to the school and those being trained within the school as appropriate.
25. To participate in the selection and appointment of teaching and support staff as appropriate.
26. To take responsibility and accountability for identified areas of leadership, including statistical analysis of pupil groups, progress data and target setting.
27. To work with the senior leadership team in ensuring an appropriate programme of professional development for staff, in line with the school development plan and performance management including coaching and mentoring as appropriate.
28. To lead the appraisal process for classroom support staff

Strengthening community

29. Work with the Headteacher in developing the policies and practice, which promote inclusion, equality and the extended services that the school offers.
30. Develop and maintain contact with all specialist support services as appropriate.
31. Promote the positive involvement of parents/carers in school life.
32. Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties.
33. Strengthen partnership and community working.
34. Attend and participate in staff meetings, open evenings, pupil performances and Governing Body meetings as required.
35. Promote positive relationships and work with colleagues in other schools and external agencies.

Securing Accountability

36. Support the staff and governing body in fulfilling their responsibilities regarding the school's performance.
37. Contribute to the reporting of the school's performance to the school's community and partners.
38. Contribute to ensuring the readiness of the school for external inspection.
39. Take responsibility for promoting health and safety and for safeguarding the welfare of children and staff within the school.
40. Follow the school's Code of Conduct and the guidance in the Staff Handbook.

Standards

41. In addition to upholding Teachers' Standards, <https://www.gov.uk/government/publications/teachers-standards>, to maintain the school's professional standards:
 - a. Keep fully appraised and aware of educational and other appropriate developments whether national or local and assess their impact on the school.
 - b. Always ensure the highest standards of professional conduct and confidentiality, and in particular when with other staff of the school.
 - c. Ensure the development and maintenance of a team culture that enables all members of staff to be effective in their respective roles.
 - d. To ensure the development and maintenance of a collaborative culture which demonstrates loyalty and integrity towards the school leadership and other members of staff.

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This job description is not a contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as the contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed annually.

Signature of post holder _____ **Date** / / _____

Signature of headteacher _____ **Date** / / _____