

# THE HEYS SCHOOL

## JOB DESCRIPTION

### 1. INTRODUCTION

1.1 **NAME OF POSTHOLDER:**

1.2 **JOB TITLE:** Deputy Headteacher

1.3 **JOB PURPOSE:** Under the reasonable direction of the Head of School, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).

Undertake the professional duties of the Head of School in the event of his/her absence, as required.

Help to formulate and review the aims and objectives of the school.

Establish policies to promote high standards.

Manage staff and resources

Monitor and evaluate the progress of policies.

Provide leadership to ensure high quality education for all and improved standards of learning and achievement

Support the aims and objectives of the school

1.4 **Line Management:** Reporting to – Headteacher  
Responsible for – Line Management within either faculty or curriculum systems.

1.5 **Liaising With:** Executive Headteacher, Headteacher, senior leadership team; managers; teaching and support staff; LA representatives, external agencies, parents and members of the community.

1.6 **Salary Scale:** Leadership spine L16 to L20

1.7 **Working Time:** Full time as specified within the STPCD

1.8 **DBS Disclosure Level:** Enhanced

**Dated**

May 2022

## **2. TEACHING**

- 2.1 Undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

## **3. STRATEGIC/OPERATIONAL PLANNING**

- 3.1 Assist the Head of School in leading and managing the creation and implementation of a strategic plan for securing school improvement which identifies priorities and targets for ensuring that students achieve high standards and make progress.
- 3.2 Create a positive ethos and provide educational vision and direction, which secures effective teaching, successful learning, achievement by students and sustained improvement in their development, to maximise their value added attainment.
- 3.3 Ensure that students have access to a broad, balanced and relevant curriculum, which contributes to their development and provides appropriate preparation for adult life.
- 3.4 Develop, implement and review the school's policies appropriate to the delegated areas of responsibility.
- 3.5 Ensure that effective systems are in place to meet the needs of the students and that they are co-ordinated, monitored, evaluated and reviewed.
- 3.6 Lead by example, provide inspiration and motivation, vision and purpose in line with the aims of the school.
- 3.7 Support the Head of School in ensuring that all those involved in the school are committed to its aims and are accountable in meeting objectives and targets which secure the educational success of the school.
- 3.8 Lead on the day-to-day management within school, including the effective deployment of staff and physical resources.
- 3.9 Analyse and interpret relevant data, research and inspection evidence to inform the Head of School and other audiences.
- 3.10 Provide information, objective advice and support to the Head of School and Local Governing Body.

## **4. CURRICULUM PROVISION**

- 4.1 Liaise with managers to ensure the delivery of appropriate, comprehensive, high quality and cost-effective curriculum programmes which complement the School Development Plan.
- 4.2 Ensure opportunities to promote students' spiritual, moral, social and cultural development.
- 4.3 Be accountable for the development and delivery of curriculum areas as delegated by the Head of School.

## **5. CURRICULUM DEVELOPMENT**

- 5.1 Create and maintain a climate to secure good teaching, effective learning, high standards of achievement, good behaviour and enable teachers and other staff to meet standards.
- 5.2 Assist the Head of School in determining, organising and implementing the curriculum and its assessment as well as monitoring and evaluating them.
- 5.3 Monitor and evaluate the quality of teaching and standards achieved by all students, within delegated areas and meet challenging and realistic targets for improvement.
- 5.4 Create and promote strategies for developing inclusion practice, including those involving race relations.
- 5.5 Ensure that students develop study skills in order to learn more effectively and with increasing independence.

## **6. STAFFING**

- 6.1 Lead professional development of staff through example.

- 6.2 Motivate and enable all staff to carry out their roles to the highest standard through high quality continuing professional development based on assessment of needs.
- 6.3 Lead, support and co-ordinate the provision of high quality professional development, drawing on other sources of expertise as appropriate.
- 6.4 Assist the Head of School in ensuring that trainee and newly qualified teachers are appropriately trained, monitored, supported and assessed in relation to the standards for QTS and Induction.
- 6.5 Promote teamwork and motivate staff to ensure constructive working relationships.
- 6.6 Implement performance management arrangements in line with school policy.
- 6.7 Participate in the interview process for posts when required and ensure effective induction of new staff in line with the school's policy.
- 6.8 Support the Head of School in ensuring that professional duties and conditions of employment of teachers and support staff are fulfilled.
- 6.9 Take responsibility for own professional development, including time management issues.

## **7. QUALITY ASSURANCE**

- 7.1 Assist the Head of School in monitoring, evaluating and reviewing the effects of policies, priorities and targets of the school in practice, and take action as necessary.
- 7.2 Assist the Head of School in monitoring, evaluating and reviewing the effects of the School Development Plan to secure progress and school improvement.
- 7.3 Ensure the effective operation of quality control systems.
- 7.4 Contribute to the school procedures for lesson observation.
- 7.5 Implement school quality procedures and to ensure adherence to those as delegated by the Head of School.
- 7.6 Assist the Head of School in developing, implementing and reviewing the monitoring and evaluation of the curriculum in line with agreed school procedures including evaluation against quality standards and performance criteria.
- 7.7 Support the Head of School in ensuring that resourcing and staffing are dedicated to promoting the highest standards of achievement for all students.
- 7.8 Think creatively and imaginatively to anticipate and solve problems, identify opportunities and implement modification and improvement where required.

## **8. MANAGEMENT INFORMATION**

- 8.1 Make explicit to all stakeholders the school's high expectations that all students can succeed.
- 8.2 Seek and use national, local and school data, OfSTED evidence and research findings in professional and school development.
- 8.3 Provide information to support the school's SEF.
- 8.4 Ensure the maintenance of accurate and up-to-date information on the management information system.
- 8.5 Ensure and monitor the use of comparative data about students' prior attainment, to establish benchmarks and set targets for improvement.
- 8.6 Assist in the use of performance data analyses and evaluations.
- 8.7 Produce reports on examination performance, including the use of value-added data.
- 8.8 Provide the Head of School and the Governing Body with information relating to delegated areas of responsibility concerning to performance and developments.
- 8.9 Account for the efficiency and effectiveness of the delegated areas of responsibility to the Head of School, Local Governing Body and other relevant stakeholders.

## **9. COMMUNICATIONS AND LIAISON**

- 9.1 Develop and maintain effective partnerships between parents and the wider community to support and improve student development and achievement.
- 9.2 Develop and maintain effective relationships with the community, including business and industry, to enhance the curriculum and teaching and learning.
- 9.3 Liaise with partner schools, further education and external agencies related to student welfare and achievement.

- 9.4 Chair reviews, case conferences and meetings, as delegated.
- 9.5 Judge when to make decisions, and when to consult with others, including external agencies.
- 9.6 Assist the Head of School in presenting an account of the school's performance in a form appropriate to a range of audiences, including the Local Governing Body.
- 9.7 Support the Head of School in ensuring that parents and students are well informed about curriculum, attainment and progress, and about their contribution to achieving the school's targets for improvement.
- 9.8 Contribute to communication and liaison events.

## **10. MANAGEMENT OF RESOURCES**

- 10.1 Assist the Head of School to recruit staff of the highest quality.
- 10.2 Work with senior colleagues to deploy all staff effectively in order to improve the quality of education provided.
- 10.3 Advise the Head of School and Local Governing Body of likely priorities for expenditure.
- 10.4 Support the Head of School in managing and organising accommodation efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
- 10.5 Manage, monitor and review the range, quality and quantity and use of all available resources, within the delegated areas of responsibility, to meet the policies and objectives of the school, maximise students' achievements and ensure value for money.
- 10.6 Maintain existing resources and explore opportunities to develop or incorporate new resources from sources inside and outside the school.

## **11. PASTORAL SYSTEM**

- 11.1 Support the Head of School in ensuring that effective mentoring systems are in place to support student progress and achievement.
- 11.2 Support the monitoring of student attendance together with students' progress and performance in relation to targets set for each individual, ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- 11.3 As delegated by the Head of School, lead and manage teams of managers to develop and implement pastoral systems.
- 11.4 Contribute to the Personal Development Curriculum according to the school policy.
- 11.5 Implement the behaviour management policy so that effective learning can take place.

## **12. SCHOOL ETHOS**

- 12.1 Play a full part in the life of the school community, supporting its distinctive mission and ethos and encouraging staff and students to follow this example.
- 12.2 Support the school in meeting its legal requirements for worship.
- 12.3 Promote actively the school's corporate policies.
- 12.4 Comply with the school's health and safety policy and undertake risk assessments as appropriate.

### 13. SIGNATURES

The school will make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed .....  
(Deputy Headteacher)

Signed .....  
(Headteacher)

Dated .....  
(Deputy Headteacher)

Dated .....  
(Headteacher)