



## **JOB PROFILE**

**JOB TITLE**

**Deputy Headteacher**

**DATES**

**POST HOLDER**

**DUTIES & RESPONSIBILITIES**

- To be a member of Holmwood Teaching Staff, maintaining all current roles and responsibilities
- To be a partner within the School Leadership Team and to contribute to the overall development, improvement and strategic direction and management of the school
- To have specific brief in the following areas, ensuring that the Headteacher is informed as to all developments and initiatives

<b>DUTIES &amp; RESPONSIBILITIES</b>
Promote, manage and enable all curriculum initiatives as authorised by the Headteacher
Keep informed of current DfE & Local Curriculum developments and initiatives
Actively promote Inclusion by introducing and supporting teaching approaches and styles designed to enable all SEN pupils to achieve both within the special school and mainstream school environments
Monitor and support development of Curriculum Policy
Monitor and review Schemes of Work across the school to ensure continuity and appropriateness
KS2 Curriculum co-ordination and development
Maintain the programme of School Monitoring and Evaluation by co-ordinating with Assistant H/T and reviewing Medium-term Planning and following cycle of Lesson Observations with Leadership Team
Promote independent learning through the school, British Values and SMSC
Plan and present all Curriculum Timetables and School Timetables
Promote Creativity in the curriculum throughout the school
Co-ordinate and monitor school Assessment data throughout the whole school, using data to inform Leadership Team, Governors and staff of trends and issues arising
Advise the Headteacher and Governing Body in setting Targets for School Improvement
Ensure that cycle of pupil assessment including SAT's is maintained throughout KS1/KS2, and that all teaching staff are fully informed so they can plan ahead
Promote pupil self-esteem by considering and enabling opportunities for enrichment of the curriculum
Co-ordinate Curriculum Support Services
Monitor and improve quality of Pupil Reports sent to parents
Develop the role of supporting and training all Staff within a culture of Raising Achievement
Support children's behaviour by maintaining a high profile around school and taking a leading role in behaviour management
Support staff by promoting the development of the Holmwood Behaviour Policy and Practices with the emphasis on achievement and reward
Appraise members of staff as identified within the Performance Management Schedule
Support 'Cycle of Continuous Improvement' developments particularly with regard to developing the staff curriculum development environment, and the pupils' learning environment
Support Workforce Reform by considering new approaches to help with tackling workload
Review and develop role of SENCO
Monday – Corporate Act of Worship
Seek out and bid for appropriate finance-generating educational grants
In the absence of the Headteacher, and in partnership with other members of the Leadership team, take over such duties and responsibilities as are appropriate and necessary
Monitor and improve attendance
To plan, monitor and evaluate the use of Pupil Premium Funding
To plan, monitor and evaluate the use of the Sports Premium Funding
EDV Co-ordinator

Job Profile Agreed

Signed \_\_\_\_\_