**Job Description – Deputy Headteacher**

Job Title: **Deputy Headteacher**

Post Holder:

Date of Appointment: 1st September 2018

Salary Range: L18-22

Line Manager: Headteacher

Staff for whom responsible: As agreed with the Headteacher

Performance Management: Headteacher Disclosure Level: Enhanced

*This College is committed to promoting and safeguarding the welfare of children and young people and expects all staff and volunteers to share this commitment.*

###### Specific Responsibilities of the Deputy Headteacher

*The role of the successful applicant will encompass the following areas however the specific nature and balance of these responsibilities will vary according to the strengths of the successful applicant and how these complement with the Headteacher.*

*As a member of the Senior Leadership Team work and line manage as appropriate AHT’s, Senior Teachers and other colleagues to ensure the development and delivery of the College’s Improvement Plan.*

As a member of the Senior Leadership Team you will play a key role in:

* 1. Formulating the aims and objectives of the College
  2. Establishing policies through which the aims and objectives are to be achieved
  3. Managing staff, performance management and resources to that end
  4. Monitoring, evaluating and reporting on progress towards their achievement
  5. Creating a culture of Honesty, Respect, Equal Opportunity and Success by personal example and leadership
  6. Liaising with the SIP
  7. Quality Assurance
  8. Self Evaluation
  9. College Improvement Plan
  10. Deputising for the Headteacher in their absence

###### College Development

* 1. To contribute to:
     + Providing objective assessment of the College’s strengths and weaknesses and judgements against Ofsted criteria and national benchmarks
     + Ensuring the delivery, monitoring and evaluation of relevant activities as set out in

the CDP

* + - Maintaining and developing the ethos, values and overall purposes of the College
    - Formulating the aims and objectives of the College and policies for their implementation
    - The College Development Plan which will translate College aims and policies into

actions

* + - Implementing the Authority’s and the governing body’s policies on equal opportunity issues for all staff and students in relation to sex, gender, race, disability and special needs
    - The efficient organisation, management and supervision of College routines
  1. To be fully conversant with Ofsted Inspection Framework, particularly focusing on observations and national accountability measures

###### College Curriculum:

* 1. To contribute to:
     + The development, organisation and implementation of the College’s curriculum
     + College policies on curriculum
     + Promote and support extra-curricular provision and the broader life of the College and Community
     + Ensuring that the individual student’s continuity of learning and effective progression of achievement are provided
     + Ensuring that all statutory requirements of the curriculum and human rights are met
     + The costing of the curriculum and timetable.
     + The organisation, management, evaluation and review of the curriculum KS3 and KS4 liaising as necessary with relevant agencies
     + Curriculum Design including developments in the vocational curriculum programme and options
     + Curriculum projects and initiatives

###### Student Progress

* 1. To contribute to:
     + College policies on assessment, recording and reporting
     + Assessment for learning strategies
     + Analysing student assessment data to identify underachievement and support the appropriate intervention strategies
     + Providing support and guidance on student progress to specific subject areas
     + Ensuring the maintenance of accurate and up to date data on assessment and student progress,
     + Academic progress in liaison with the AHT Progress to ensure every young person is

able to meet their potential

* + - To ensure quality classroom displays support revision and examination preparation
    - Mentoring within the college

###### Teaching & Learning:

* 1. To contribute to:
     + College policies on teaching and learning
     + Raising of the quality of teaching and learning by monitoring and evaluating classroom practice, through:

1. observation of lessons
2. discussion of work with students
3. follow up discussions with teaching staff on how to improve the quality of learning and teaching
4. weekly learning walks and feedback to staff as appropriate
   * + Providing challenge and channelling appropriate support to improve pedagogy
     + The training of staff in order to improve the quality of learning and teaching
     + Delivering CPD and raise the quality of classroom delivery
     + Develop links between mentoring and classroom delivery
     + Initiate and manage change and improvement to develop teaching for learning
     + Support the development of e-learning across the College
   1. To participate in arrangements made in accordance with the regulations for the appraisal of the performance of teachers in College
   2. To contribute to staff development policies in relation to:
      * The induction of new and newly qualified teachers and other staff
      * The provision of professional advice and support and the identification of training needs
      * Students under training/work experience
   3. Build relationships with schools both within the College networks and with partner schools to support and/or deliver CPD, where appropriate, to both primary and secondary schools
   4. Develop a Business Plan to drive a business initiative for the College based on CPD

offers and as a member of the Hartlepool Teaching School Alliance

###### Student Support Services

* 1. To contribute to:
     + The development, organisation and implementation of the College’s policy for the personal and social development of students including pastoral care and guidance
     + The effective induction of students
     + The determination of appropriate student groupings
     + The promotion among students of standards of conduct/discipline and a proper regard for authority and the encouragement of good behaviour
     + The development among students of self-discipline
     + Day to day management of behaviour and welfare
     + The handling of individual disciplinary cases

###### Community Development

* 1. To contribute to:
     + Ensuring that the College’s vision and ethos is projected out in the community
     + Be actively involved in developing a business portfolio, based on College improvement, for the benefit of the College
     + Contributing to the maintenance and extension of active and constructive links with parents/carers and members of the wider community
     + Contributing to the College liaison and marketing activities
     + Developing the student voice throughout the College
     + Developing the parent voice throughout the College
     + Developing the staff voice throughout the College
     + Staff well-being including training for identified staff
     + Transition at KS2 and KS5 including liaising with the Transition Office
     + Fundraising and improving the community facilities
     + Developing the wider community voice throughout Hartlepool
     + Developing strategies to further enhance the reputation of the College
     + College Website and ensure it represents the views of the College at all times

###### General Roles and Responsibilities of Deputy Headteacher

* To support the development of the College Ethos by emphasising the Core Values of Honesty, Respect and Equal Opportunity.
* To carry out the duties of a Senior Leader as set out in the current College Teachers’

Pay and Conditions Document

* To be a vital channel of communication to the Headteacher optimising the flow of information
* To maintain an awareness of local, national and global educational issues.
* To work with governors in raising achievement across the College.
* To support and challenge at all levels to promote the ethos of the College as a learning community.
* To foster a culture in which the objectives of Every Child Matters and the key components of personalised learning are integral to the work of everyone in the College.
* To undertake the professional duties of the Headteacher during his absence from

College.

* To ensure that all statutory requirements of the curriculum and human rights are met
* To set high professional standards across the College and be a positive role model to fellow staff, students and parents/carers.
* To play a key role in the appointment of staff.
* To undertake any other such duties, within reason, at the request of the Headteacher.

The College will endeavour to 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.

Whilst every effort has been made to explain the main duties and responsibilities of the post, individual tasks may not all be detailed above.

This job description may be amended at any time in discussion between the Headteacher and yourself, but in any case will be reviewed before the commencement of the next Performance Management cycle.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Deputy Headteacher) Date

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Headteacher) Date