**Name:**

**Responsible to and mentored by:**  L Rodham, Headteacher

**Responsible for:** All teaching staff

**Job Description Summary**

The specific job description will be negotiated with the successful candidate.

 **As a Deputy Headteacher you will be required to:**

* Work as part of the core and wider Senior Leadership Team in order to support the strategic leadership of the school.
* Fully commit to the vision and values established by SLT and Governors.
* Lead a wide range of teams in order to raise attainment and secure school improvement.
* Lead by example and to take a leading role in developing leadership in others.
* Be an excellent role model for all members of staff and students and to maintain a positive and visible presence around the school.
* Work collaboratively with SLT and others in order to monitor, review, evaluate and improve the
* learning across the school.
* Undertake the professional duties of the Headteacher during her absence.
* Undertake such duties as are delegated by the Headteacher.
* Comply with any reasonable request from the Headteacher to undertake work of a similar level not specified in this job description.
* Be pro-active in the lives of students at the school.

**As a colleague you will be required to:**

* Teach students across the full age and ability range, aiming always for the highest possible standards of student achievement, personal development and well-being.
* Develop and foster links with the school’s partners, stakeholders and other outside agencies.
* Support the vision and values of the school.
* Put the well-being, development and progress of students first.
* Demonstrate respect for diversity and promote equality.
* Work effectively as part of whole-school teams.
* Cooperate professionally with other colleagues.
* Help students to become confident and successful learners.
* Strive to establish productive and supportive partnerships with parents and carers.
* Demonstrate honesty, integrity and uphold public trust and confidence in the teaching profession.

**As a Senior Leader you will be required to:**

* Create an effective climate for change, inspiring and enthusing colleagues.
* Lead and manage staff and resources effectively - Support, guide, organise and motivate teams.
* Develop strategies and policies for school improvement and implement - Inform and communicate priorities and targets and ensure they have impact.
* Secure performance consistency across own leadership area and develop personal, team and student learning.
* Monitor consistency and evaluate standards across the curriculum and against the School Development Plan (DP) / OFSTED AFI’s etc.
* Lead sustainable improvements and raise standards through Leadership Team and first line leader partnerships - Support and challenge Middle Leaders to achieve targets in line with the SDP etc.
* Evaluate the effectiveness and progress towards targets for students and staff.
* Strive to establish productive and supportive partnerships with parents and carers.
* Maintain and contribute to the development of school policies.
* Follow and uphold all guidelines on health and safety and security.
* Assist with the effective leadership of Departmental and Pastoral teams to ensure students achieve their full potential.
* Making a leading contribution to team review, monitoring and evaluation and the development of working practices.
* Taking a lead role in working groups and projects.
* Leading in other professional development activities.
* Providing regular feedback and updates to SLT.
* Evaluate the effectiveness and progress towards targets for students and staff.
* Lead sustainable improvements and raise standards through Leadership Team and first line leader partnerships.
* Plan for progression and raise expectations by creating and developing a climate of learning
* Secure performance consistency across own leadership area and develop personal, team and student learning.
* Lead and manage staff and resources effectively.
* Lead by example with integrity, creativity, resilience and clarity.
* Initiate and manage change; be able to delegate and monitor the implementation of tasks.
* Set high expectations and stretching targets for your areas of responsibility which contribute significantly to school targets.
* Use national, local and school data effectively to analyse and evaluate student progress, planning and implementing effective interventions to support students.

**Leading and Managing Staff**

* Lead staff in line with School’s high expectations.
* Monitor performance of all staff and act to ensure high standards of performance and professionalism.
* Promote the development and training of staff, including participation in performance review arrangements and the supervision of newly qualified or appointed teachers.
* Ensure that effective formal and informal communication channels are maintained.
* Work with others to create a positive climate and shared culture of mutual support.
* Work collaboratively in order to ensure that appropriate interventions are identified, implemented and evaluated in order to promote student progress.
* Build effective teams through effective delegation of appropriate tasks, department responsibilities and duties.
* Ensure all members of staff are treated with equity and respect and are proactive in supporting all team members regardless of their need.
* Take time to listen to the views of team members.
* Celebrate successes of team members – both work related achievements and life events.
* Undertake whole school leadership responsibilities such as assemblies and duties.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder’s professional responsibilities and duties.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Headteacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_