**Name:**

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

**Responsible for:** All teaching staff

**Job Description Summary**

**Key Purpose:**

This will be in relation to experience, expertise and interests and will be discussed at interview.

**Areas of Responsibility and Accountability**

1. **Leadership and Management**

* Deputise for the Headteacher from time to time and share leadership at the most senior level
* Make significant contributions to meetings of the Senior Leadership Team and Subject Leaders
* Contribute to the day to day organisation of the school and ensure it functions efficiently and effectively.
* Be a high visible presence around school and model expectations of staff and students
* Take full accountability for the examination results of the designated curriculum subjects (line management)
* Make a significant contribution to Governors’ Meetings, including appropriate documentation
* Make a significant contribution to the school’s self-evaluation process including the SEF
* Assume any other responsibilities as may reasonably be required by the Headteacher

1. **Student Learning and Achievement**

* Support the Leadership Team with the pastoral care of all students who are underachieving
* Contributions to the Governors’ Committees

1. **Staff Support and Challenge**

* With the Headteacher, ensure the effective implementation of the School’s Appraisal Policy
* As part of normal monitoring and evaluation, undertake regular lessons observations, work scrutiny, student interviews and use the outcomes to identify and promote “best practice”
* Remain positive at all times and lead staff by example.

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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_