

Dryden and Hill Top Federation - Job Profile
Deputy Head Teacher - Hill Top

Post Title: Deputy Head Teacher
L13 - 17

Purpose of the post: To support the Head Teacher and assume responsibility of the Head Teacher in their absence.
To work towards the agreed aims of the school, having regard to any policies, schemes of work and particular guidance.

Responsible to: Headteacher

Responsibilities and Roles:

Generic:

- The post-holder is required to carry out the duties of a Deputy Head Teacher in accordance with the provisions of current School Teachers' Pay and Conditions Document and within the range of teacher's duties, set out in that document.
- To lead on elements of and contribute to the development of the schools aims, policies, and schemes of work in consultation with Governors and staff.
- To lead on elements of and contribute to the development of the School Improvement Plan in consultation with Governors and staff.
- To deputise for the Head Teacher in all aspects of the leadership, management, control and discipline of the school.
- Foster effective relationships with all non-teaching and multi-professional staff working within the school and liaising effectively with relevant professional staff from the Local Education Authority and external agencies as necessary.

Specific:

In consultation and collaboration with the Head Teacher:

- With overall responsibility for curriculum - provide direction, guidance and support to other members of staff in developing and implementing all aspects of the national curriculum and in carrying out their curriculum co-ordinator roles.
- To be accountable to the Head Teacher for the maintenance of effective planning, assessment, recording and reporting systems throughout school.
- To work with the Head Teacher to ensure the good conduct and behaviour of pupils and the promotion of effective pupil management.
- Promoting and monitoring the quality of educational provision through the professional development of staff. To take on the role of staff development officer, induction and maintain efficient administrative systems as part of this role.
- To be responsible for the placement of students/volunteers and the effective management of system to support their role.

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- To be responsible for timetabling, day-to-day organisation and assisting the Head Teacher in the deployment of staff.
- To lead on Curriculum across the whole school in liaison with the Head Teacher.
- To take responsibility for a KS.
- To ensure compliance towards adult outcomes, careers, work experience and Gatsby Benchmarks.
- To have strategic oversight of Autism Centre.
- To represent Special school views on P16 Panel
- To lead on CLA and PEPs

- Ensuring that a high standard of education is maintained at all times for all pupils and that suitable educational programmes, appropriate to the range of special educational needs are developed and reviewed.

- To manage the performance of teachers and teaching assistants by ensuring performance appraisal is carried out throughout the school.

- To take a joint role with the Head Teacher in monitoring teaching and learning and delivery of the curriculum and pupil progress within it.
- To ensure school systems are in place to track and plan for individual pupil progress.
- To be Deputy Designated Safeguarding Lead.
- To be responsible for Risk Assessments and PEEPs to be reviewed on a termly basis.
- To take a joint role in staff absence management.

- To take a joint role with the Head Teacher in ensuring the pastoral welfare of staff and promoting good communications throughout the school.

- To take a joint role with the Head Teacher in providing advice and support to parents and ensuring every effort is made to develop and maintain good relationships with them and the local community.

This job profile may be amended at any time after consultation with the post-holder.

This job profile has been agreed by:

Name: _____ **(Deputy Headteacher)**

_____ **(Signed)**

Date: _____

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Name: _____ **(Headteacher)**

(Signed)

Date: _____