



Highshore School

POSITION:	Deputy Headteacher
REPORTS TO:	Headteacher
GRADE:	L 16-20

Key Purpose of the Job

To carry out professional duties of a teacher other than a headteacher, as described in Part 7 of the school Teacher's Pay and Conditions Document, including those duties particularly assigned by the headteacher

Main Activities:

1. To assist the headteacher in the leadership and management of the school and in all aspects of school improvement, including taking full responsibility for the school in the absence of the headteacher.
2. To take full responsibility for leading and managing significant aspects of the school, under the overall direction of the headteacher.
3. To carry out teaching duties, as required, in accordance with the school's curriculum.

Specific Responsibilities

LEADERSHIP AND MANAGEMENT:

1. Assist the headteacher in shaping a vision and direction for the school, setting out very high expectations and with a clear focus on pupil achievement.
 2. To play a significant role in setting aims and objectives for the school and in formulating the School Improvement Plan along with the headteacher, governors and other senior staff. To take responsibility for developing and monitoring policy and practice as laid down in the School Improvement Plan, and in agreement with the headteacher.
 3. Inspire, motivate and influence staff and pupils, taking a leading role in maintaining the highest standards of teaching, learning and pupil behaviour management.
 4. Provide an excellent role model for all members of staff and for pupils in all aspects of school life. To be an exemplar of all school policies and practices, actively promoting the aims of the school and offering guidance and support to colleagues.
 5. Take responsibility for dealing with and reporting Health and Safety issues as they arise in the school and raise awareness of Health and Safety issues among all members of the school community.
 6. Take a leading role in supporting the involvement of parents, carers and the community in the life of the school.
 7. Provide effective leadership and management for all staff
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8. Take full responsibility for leading and managing one or more major aspects of the school's curriculum provision, as agreed with the headteacher and governing body.
 9. Take a lead role with the school's continuing professional development programme, including co-ordinating training programmes, delivering INSET and working with individuals and teams in a variety of professional development activities.
 10. Assist the headteacher in school self-review and evaluation and in the effective planning and management of school resources to secure improvements.
 11. Maintain an informed view of standards and of the quality of teaching across the school by monitoring pupils' work and teachers' planning and teaching.
 12. Provide guidance and support to class teachers and other staff in order to improve the quality of teaching and learning.
 13. Actively promote equality of opportunity by assisting the headteacher in ensuring the school's curriculum provides the best possible education for all its pupils, taking into account ethnicity, gender, the range of complex needs and taking account of English as an Additional Language.
 14. Lead on school organisation, taking responsibility for all timetabling, staffing and cover needs across the school.
 15. Take a significant role in the implementation of the school's performance management policy, to secure school improvement and individual professional development.
 16. Participate in recruitment and selection, as agreed with the headteacher.
 17. Lead on pupil progress and assessment across the school, working with the Pupil Intervention Team (PIT).
 18. Deputise for the Headteacher in the event of absence or unavailability, by carrying out leadership and management tasks in accordance with school policy and practice.
 19. Work alongside the Headteacher to support in-year admissions and visiting and assessing pupils as required.
 20. Alongside the Headteacher, play an active role in liaising with prospective parents and promoting the benefits of the school through links with other schools.
 21. Oversee transition from Highshore, working with parents, FE providers and ISPs.
 22. Support the Headteacher and Administration Manager by seeking best value when sourcing outside staff or resources. This may include fundraising.
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23. Lead on staff attendance, including return-to-work meetings, HR meetings and preparing paperwork for Occupational Health referrals and Governors panels.

TEACHING AND LEARNING

1. Carry out teaching duties, as agreed with the Headteacher, providing a model of excellence for colleagues. This may include, as required:
 - Taking full responsibility for teaching a class
 - Providing cover for absent colleagues or those released for professional development as and when necessary
 - Providing in-class support for colleagues through demonstration lessons
2. Provide leadership and support for colleagues (teachers and assistants) with regard to teaching and learning and the curriculum, including:
 - Managing the planning and delivery of the curriculum across the school, including co-ordination of scheme of work reviews;
 - Supporting subject leaders in developing their role, in particular in relation to raising standards
 - Supporting teams and individuals with short term planning;
 - Organising and delivering training, as needed, to groups of school staff
 - Supporting staff in the use of assessment information to inform teaching and learning
 - Coordinating the induction and support for less experienced staff and supply staff
 - Providing in-class support to staff, through demonstration lessons, team teaching, observation and feedback
3. Liaise effectively with parents and carers to ensure good relationships between school and home in order to improve teaching, learning and behaviour, including presenting at parents' evenings.
4. To take a leading role in the management of the school systems for recording individual pupils' attainment and progress.

OTHER DUTIES AND RESPONSIBILITIES

1. To attend daily and weekly meetings, in accordance with school policy and to lead such meetings as required.
2. To prepare and present reports, as required to, e.g. governors, LEA officers, parents, outside agencies.
3. To attend meetings during evening hours, at weekends or in school holidays, as required.

KEY ORGANISATIONAL OBJECTIVES

The Postholder will contribute to the school's objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed
 - Ensuring compliance with Data Protection legislation
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Highshore School

- At all times operating within the school's Equal Opportunities framework
- Commitment and contribution to improving standards for pupils as appropriate
- Acknowledging Customer Care and Quality initiatives
- Contributing to the maintenance of a caring and stimulating environment for pupils

CONDITIONS OF SERVICE

Governed by the National Agreement on Teachers' Pay and Conditions, supplemented by local conditions as agreed by the governors.

SPECIAL CONDITIONS OF SERVICE

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

As this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

Equal Opportunity

The post holder will be expected to carry out all duties in the context of and in compliance with the Council's Equal Opportunities Policies.

Date of issue:

Signature of Post holder

Signature of Headteacher