

## **Deputy Headteacher Job description**

**Name of post:** Deputy Headteacher with Responsibility for Pastoral Care and Safeguarding

**Salary Grade:** L17 – L21

### **Core purpose of post:**

The Deputy Headteacher will support the Headteacher in providing professional leadership for the school that secures its success and improvement, ensuring high quality education for all students and improved standards of learning and achievement. The post holder will be totally committed to the vision, beliefs and mission statement of the school.

### **Professional duties:**

The successful candidate in taking up the position, in addition to carrying out the professional duties of a teacher, including those duties particularly assigned by the headteacher, must:

- Play a major role under the overall direction of the headteacher in;
  - formulating the aims and objectives of the school,
  - establishing the policies through which they are to be achieved,
  - managing staff and resources to that end,
  - monitoring progress towards their achievement;
- Undertake any professional duties of the headteacher reasonably delegated by the headteacher.
- Lead by example, providing inspiration and motivation and embody for all students, staff, academy councillors and parents, the vision, purpose and leadership of the school.

### **Main responsibilities:**

- Implementation of Behaviour Policy and all associated policies and systems including Rewards & Sanctions systems
- Lead member of staff delegated by Headteacher for all Safeguarding issues including Child Protection
- Admissions
- Attendance
- Oversee Parents' Evenings
- Assembly coordination
- Whole School Home-School Communications
- Personal Development overview
- Alternative provision overview – onsite and offsite
- Transition inc. Open Day
- CYPIC Lead Professional
- Attendance and reporting to Academy Council 'Standards Committee'

### **LINE MANAGE:**

- Pastoral leadership team – Key Stage managers and Heads of Year
- Attendance & Safeguarding Officer
- AHT i/c Inclusion
- External agencies to the school as appropriate



## **Main Duties:**

- Effectively lead and manage school Pastoral Leaders.
- Manage, implement and review the school pastoral and support systems, including the House and rewards systems.
- Lead the implementation of the School's Behaviour Policy, and lead and model strategies for behaviour for learning across the school, providing training, mentoring and coaching for other staff as required alongside SLT.
- Ensure that channels of communication are used effectively within the school with regards to area of responsibilities and that students and parents are well informed about the code of conduct and behaviour.
- Regularly evaluate the effectiveness of systems within area of responsibilities.
- Lead on school standards of uniform and personal presentation, and ensure that all Pastoral Leaders encourage their teams to consistently and fairly apply school rules and procedures in relation to uniform and appearance.
- Lead on school assembly organisation including ensuring along with key staff that students' achievement is recognised and celebrated through a coordinated approach of assemblies and activities.
- Be accountable, with Pastoral Leaders, for reviewing relevant school data to identify potential disaffection, underachievement and any trends in progress, either positive or negative.
- Ensure relevant staff identify students for whom curriculum diversification, vocational provision, focused work experience, additional motivational provision might be appropriate, and to work alongside key staff in supporting the implementation of any alternative curriculum.
- Be a lead professional in matters of Safeguarding, including Child Protection, being aware of, and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection.
- Take responsibility for admissions with relevant pastoral and admin staff.
- Lead and manage the attendance strategy within school, ensuring that attendance and punctuality is properly monitored by relevant staff and appropriate strategies are put in place.
- Lead transition programmes with key staff.
- To be lead staff responsible for CCYPIC (Children and Young People in Care / Looked after Children).
- Provide the Headteacher and Academy Council with relevant information relating to performance, progress and development as required.
- Attend the Standards Academy Council Committee.