Job description: Deputy Head of School

# Job details

**Salary:** £36,000.00 to £42,000.00

**Hours:** 37.5

**Contract type:** Fulltime Permanent

**Reporting to:** Head of School

**Responsible for**: Teachers, Youth development workers and Teaching Assistant

# Main purpose

The deputy head of school, under the direction of the head of school, will take a major role in:

* Formulating the aims and objectives of the school
* Establishing policies for achieving these aims and objectives
* Managing staff and resources to that end
* Monitoring progress towards the achievement of the school’s aims and objectives
* If the headteacher is absent, the deputy headteacher will deputise, as directed by the governing board.

# Duties and responsibilities

Qualities and knowledge

Under the direction of the head of school:

* Support with the day-to-day management of the school
* Communicate the school’s vision and ethos compellingly and support strategic leadership
* Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils
* Build positive relationships with all members of the school community, showing positive attitudes to them
* Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally
* Work with political and financial astuteness, translating policy into the school’s context
* Seek training and continuing professional development to meet own needs

**Pupils and staff**

Under the direction of the head of school:

* Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes
* Ensure excellent teaching in the school, including through training and development for staff
* Establish a culture of ‘open classrooms’ as a basis for sharing best practice
* Create an ethos within which all staff are motivated and supported to develop their skills and knowledge
* Identify emerging talents, coaching current and aspiring leaders
* Hold all staff to account for their professional conduct and practice

Systems and processes

Under the direction of the headteacher:

* Ensure that the school’s systems, organisation and processes are well considered, efficient and fit for purpose
* Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour
* Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice
* Work with the directors as appropriate
* Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
* Support distribution of leadership throughout the school

The self-improving school system

Under the direction of the headteacher:

* Create an outward-facing school which works with other schools and organisations to secure excellent outcomes for all pupils
* Develop effective relationships with fellow professionals
* Model entrepreneurial and innovative approaches to school improvement and leadership
* Inspire and influence others to believe in the fundamental importance of education in young people’s lives and to promote the value of education

The deputy head of school will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the deputy head of school will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the head of school.

# Notes:

This job description may be amended at any time in consultation with the postholder.