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|  | **large colour.jpg** | **THE WYVERN SCHOOL**  **Deputy Headteacher/Head of School**  **JOB DESCRIPTIO**N |
|  | The appointment is subject to the current conditions of employment for Head of School contained in the School Teachers' Pay and Conditions Document, the current, required standards for Qualified Teacher Status and other current legislation. This job description may be amended at any time following discussion between the Headteacher and the member of staff, and will be reviewed periodically. | |
|  | **In co-operation with, and under the direction of, the Headteacher to:** | |
|  | **Strategic Direction And Development Of The School** | |
| 1 | Support the vision, ethos and policies of the school and to promote high levels of achievement | |
| 2 | Contribute to management decisions on all aspects of policy, development and organisation by playing a significant role in the preparation, implementation and monitoring of the school's Improvement Plan | |
| 3 | Support the creation and implementation of the School Improvement Plan within the national and local context, and to take sole responsibility for appropriately delegated aspects | |
| 4 | Support all staff in achieving the priorities and targets which the school sets for itself, and to provide them with support and guidance in implementing schemes of work | |
| 5 | Support the evaluation of the effectiveness of the school's policies and developments | |
| 6 | Support the Headteacher in school self-review and self-evaluation procedures, including the strategic use of analysis of performance data, and the subsequent formulation of the School Improvement Plan and to contribute to the ongoing Professional Development Plan. | |
| 7 | Ensure that parents are well informed about the school curriculum, its targets, children's attainment and their part in the process of improvement. | |
|  | **Teaching And Learning** | |
| 1 | Assist in the development of classroom environments and teaching practice which secures effective learning across the breadth of the National Curriculum and provides a professional model, clearly demonstrating effective teaching, classroom organisation and display, and high standards of achievement, behaviour and discipline. | |
| 2 | To review long term planning to ensure coverage, progression and a range of  learning experiences throughout the school. | |
| 3 | To monitor the quality of teaching and learning, in line with the school policy. This may include lesson observations, monitoring of short and medium term planning and scrutiny of pupils work. | |
| 4 | From time to time accept responsibility for class teaching duties and demonstrate a lead role in the provision of excellent class teaching across the school. | |
| 5 | Lead by example as a teacher and as a leader, achieving high standards of pupil  attainment, behaviour and motivation through effective teaching. | |
| 6 | Support the Headteacher in developing links with parents, other schools/colleges, educational institutions and the wider community, including business and industry, in order to enhance teaching and learning and children's personal development | |
| 7 | Co-ordinate and oversee the organisation of off-site and out of school learning activities | |
| 8 | To monitor the standards of behaviour and achievement (working in conjunction with the Behaviour Support Manager) | |
| 9 | Lead the development, organisation and implementation of the school’s curriculum; school policies on curriculum, teaching and learning styles, assessment, recording and reporting. | |
| 10 | Ensure that consistency of teaching and learning is provided by different departments and teaching teams to form a co-ordinated and coherent curriculum entitlement across the school. | |
| 11 | Support subject leaders in the development and implementation of curricular initiatives | |
| 12 | Support the Headteacher in the monitoring of the quality of teaching and children's achievements including the analysis of pupil progress data. | |
| 13 | Set appropriate expectations for staff and pupils in relation to standards of pupil's  achievements and the quality of teaching, establishing clear targets for improving and sustaining pupil' s achievement supporting the process of teaching and learning in accordance with agreed policies and guidelines | |
|  | **Leading And Managing Staff:** | |
| 1 | Support the Headteacher in developing positive working relationships with and between all staff and provide and sustain motivation. | |
| 2 | Support the Headteacher in fostering and maintaining a culture in which pupils, staff  and parents feel confident in raising concerns relating to the welfare or safety of  children and that those concerns will be heard and dealt with consistently. | |
| 3 | To lead and participate in the safe recruitment, selection of teaching and non-teaching staff within the school. | |
| 4 | Support the Headteacher in the appointment, deployment and development of staff to make most effective use of their skills, expertise and experience and to ensure that all staff have a clear understanding of their roles and responsibilities. | |
| 6 | Provide appropriate induction, mentoring, coaching and support for newly qualified teachers (NQTs) and student teachers, supply teachers, teachers and teaching assistants, including the provision of in-service training. | |
| 6 | To participate in arrangements made in accordance with the regulations for the performance management of staff in school. | |
|  | **General** | |
| 1 | To be a designated safeguarding lead (DSL) working with school colleagues and outside agencies to ensure the effective safe safeguarding of all students including training and development of systems and processes. | |
| 2 | Manage the school effectively in the absence of the Headteacher. Deputise and undertake full responsibility for all matters relating to the school in the absence of the Headteacher, in accordance with school policies and the agreed approach of the Headteacher | |
| 3 | Support the Headteacher in the management and organisation of relevant groupings of children to ensure effective teaching and learning takes place and that children's personal development needs are met; work with the Headteacher and Governors in establishing priorities for expenditure and monitoring the effectiveness of spending and usage of resources with a view to achieving value for money. | |
| 4 | Oversee all aspects of the school organisation and management, including preparing agendas and chairing meetings, in order to ensure that school policies and practices are being delivered. | |
| 5 | Provide collegiate team-working, effective professional challenge and support to the Headteacher; provide information and advice to the Headteacher and Governing Body and support proper accountability processes throughout the school. | |
| 6 | Undertake other reasonable duties related to the day-to-day administration and organisation of the school as requested by the Headteacher. | |
| 7 | Attend meetings of the Governing Body and the main sub-committees with the Headteacher, when requested | |
| 8 | Attend SMT and Senior Staff meetings as required, and report back to staff when necessary. | |
| 9 | Attend and participate in open/parent evenings and similar events. | |
| 10 | Work flexibly with the Headteacher and be actively involved with the day-to-day management of the school. | |
| 11 | Take a lead role in ensuring the smooth running of the school | |
| 12 | Assist in the creation of a stimulating, attractive and tidy environment, both inside and outside the school for the benefit of the school community. | |
| 13 | To contribute to arrangements for the security and effective supervision of the school buildings, their contents and grounds, including aspects of health and safety. | |
| 14 | Seek opportunities to invite parents/carers, members of the community, business or other organisations into the school to enhance and enrich the school and its value to the wider locality. | |
| 15 | Involvement and good professional relationships with other agencies and the Local Authority. | |

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