



JOB TITLE: Deputy Headteacher

CONDITIONS OF SERVICE

- The post holder is required to carry out the duties of a Deputy Headteacher in accordance with the provisions of the current School Teachers' Pay and Conditions Document and within the range of duties set out in that document so far as relevant to the post holder's title and salary grade. The post is otherwise subject to locally agreed conditions of employment to the extent that they are incorporated in the post holder's individual contract of employment.

OUTLINE OF POST

- To assist the Headteacher in the running of the school and support the development of the school's vision for the future.
- To deputise and undertake overall responsibility for the school in the absence of the Headteacher and on any other occasions which are deemed necessary.
- To undertake a teaching commitment.
- To deliver high quality teaching and learning to all pupils who are assigned to the post holder and model good practice to teaching staff.
- To share with the Headteacher a responsibility for providing quality assurance in all the school's activities.
- To provide for the Headteacher an overview of major school issues through a wide ranging awareness and contact with staff and pupils.
- To contribute to the overall leadership and management of Woodfield School with specific responsibilities identified.
- To carry out such other associated duties as are reasonably assigned by the Headteacher.

MAIN AREAS OF RESPONSIBILITY:

(The duties listed below are not an exhaustive list of what is required and the Deputy Head may be asked to carry out any additional duties commensurate with the leadership role, as directed by the Headteacher)

- To assist the Headteacher in the organisation, management and smooth running of the school within the framework set by the Governors, the LA and national policies.
- To accept direction from the Headteacher and to work effectively and efficiently as part of the senior leadership team.
- To take the lead on Health and Safety throughout the school in liaison with the Headteacher.
- To take the role of Deputy Designated Senior Person (safeguarding)
- To undertake roles in the school as agreed with the Headteacher. These roles to be agreed in accordance with the skills and interests of the post holder.

Monitoring and Evaluation

- To play a role as part of the senior leadership team, in formulating the aims and objectives of the school, establishing the policies through which they will be achieved and monitoring progress toward their achievement.

- To work with the Headteacher to ensure that the aims, values and objectives of the school are achieved through an effective School Development Plan.
- To take a lead role as part of the senior leadership team in all aspects of self-review and evaluation including the school development plan and SEF.
- To assist the Headteacher in identifying school needs by a process of school self-review and assist in the monitoring and review of the outcomes of the review.
- To develop a clear knowledge of the administrative and financial matters related to Woodfield School and to work with the Headteacher and school Bursar in monitoring and managing the school budget.
- To meet with the Headteacher and/or the school leadership team on a regular basis to discuss matters of policy, organisation and development.
- To work with the Headteacher in analysing performance data and setting school targets.
- To work with the Assistant Headteachers in evaluating the curriculum and opportunities for pupils.

Staffing

- To share with the Headteacher the responsibility for supporting and promoting the well-being of all staff.
- To co-ordinate cover for absent staff in partnership with the school Bursar.
- To carry out return to work interviews following staff absence and complete staff risk assessments as necessary.
- To assist the Headteacher in the deployment of staff.

Staff Development

- To have responsibility with the Headteacher for leading and managing all staff and acting as a role model to ensure the highest standards are delivered at all times.
- To be responsible for staff continuing professional development and ensure opportunities for continuing professional development are in place and are linked to staff appraisal.
- To be part of the induction programme for new staff, leading induction sessions as relevant.
- To work with the Headteacher to ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- To acknowledge, share and promote excellence and develop effective team working.

Pupils

- To have responsibility with the Headteacher for the discipline, behaviour and welfare of all pupils.
- To be responsible for Children Looked After and Pupil Premium.
- To work with staff in ensuring that the needs of individuals are considered at all stages of planning in school.
- To support pupils by ensuring that the needs and priorities for individuals are widely disseminated as appropriate.

Stakeholders

- To share with the Headteacher, responsibility for providing guidance, advice, counselling and support to parents and carers in the school.
- To lead and be responsible for the development of partnership working with other special schools and mainstream partners to support and improve pupil achievement and personal development.
- To lead and to facilitate multi agency working in school.
- To attend meetings of the Governing Body and any relevant sub committees as appropriate.
- To establish and maintain opportunities for parental involvement and to liaise with professionals from other agencies and establishments.

Teaching and Learning

- To have a teaching commitment of 2 ½ days (.5) maximum. This teaching will be negotiated and agreed annually.
- To monitor and evaluate the content and effectiveness of the school curriculum in partnership with the Assistant Headteachers.
- To take responsibility for leading at least one key area of learning. To lead the development of the area of learning and monitor and evaluate the coverage of the subject throughout the school.

Performance Management

- To participate in any arrangements within the agreed national framework for staff appraisal required by the LA.
- To be responsible for the Performance Management of named staff (teachers, support staff and admin staff).

PERSONAL DEVELOPMENT

- To keep abreast of current educational issues in order to develop the strategic direction of the school.
- To take a full and active part in professional development activities, undertaking further training as necessary in order to maintain and improve one's standard of professional development.
- To regularly attend any relevant training and development activities both within and outside school and to attend relevant meetings.
- To keep up to date with national and local statutory requirements.

HEALTH AND SAFETY

- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to the appropriate person.
- To ensure the welfare of both pupils and staff in accordance with the school's health and safety policy.
- The jobholder may be involved in clearing up blood or other bodily fluids of children. Appropriate training and equipment will be provided.
- With their agreement and with relevant updated training the Deputy Head may be required to perform any of the following medical procedures:
 - giving food / drink via a gastrostomy tube
 - giving seizure control medication
 - administering medicines.

JOB CONTEXT

- The school welcomes Senior Leaders of high professional standard and shares the responsibility with each leader for continual review and the development of expertise.
- All Senior Leaders make a valuable contribution to the school's development and, therefore, to the progress of all pupils. All Senior Leaders will have a lead responsibility for curriculum and/or assessment and will support staff across the whole school with their curriculum/assessment roles.
- Senior Leaders are expected to make a particular contribution to building team commitment. In particular they will:
 - provide a role model for professional practice in the school
 - make a distinctive contribution across the school
 - contribute effectively to the strategic development of the school

ADDITIONAL INFORMATION

- The post holder is required to contribute to and support the overall aims and ethos of the school and to follow professional codes of practice.
- All staff are required to participate in training and other learning activities, and in performance management and development, as required by the school's policies and practice.
- Senior Leaders are required to implement the school's equal opportunities policy which may include participation in outreach links with other schools in accordance with the school's policy on integration.
- All staff are required to contribute to meetings, discussions and management systems necessary to co-ordinate the work of the school as a whole.
- All staff are required to participate in the full life of the school.
- The specific duties and responsibilities attached to any individual Senior Leader are subject to annual review and may, after discussion with the Senior Leader, be changed from time to time as relevant.

DISCLOSURE AND BARRING SERVICE (DBS)

- This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975; or for a prescribed purpose as defined in the Police Act 1997 (Criminal Records) Regulations 2002). An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the DBS is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

This Job Description agreed:

Deputy Head _____

Headteacher _____

Date _____