

LINDEN LODGE SCHOOL

Job Description



STATUS

Job Title: Deputy Headteacher

Accountable to: Headteacher, Governing Body and CEO of MAT

Grade: Leadership 11 - 16

CONTEXT

To support the Headteacher in delivering the whole school commitment to outstanding quality of education. The Deputy Headteacher will have a teaching role within the school together with Leadership and Management duties.

The Deputy Head Teacher will take a leading role in the strategic development of a curriculum area which will be dependent upon the successful applicant's skills and experience.

The Deputy Headteacher will also be part of the school's safeguarding team ensuring best practice both within their area of responsibility and across the wider school.

PRINCIPLE ACCOUNTABILITIES

Leadership and Management

- To line manage teachers, including performance management and appraisal
- To foster a sense of personal responsibility in colleagues and promote constructive reflective practice in their performance in order to raise standards
- To ensure that staff within their area of responsibility work in partnership with all relevant stakeholders and partners including health, social care, voluntary agencies and a range of multi-agency panels to include LSs who have Service Level Agreements for service delivery
- Lead by example – with integrity, creativity, resilience and clarity – drawing on their own and others experience, expertise and skill.
- To use the School Improvement Plan to demonstrate effectiveness and to ensure that all staff across the organisation are involved in the process
- To maintain and monitor clear and effective records of all aspects of school delivery and evaluate school outcomes, and report to the Head, Governors and MAT as required
- To take responsibility for the delivery of robust evidence of improved outcomes to support Ofsted and Local Area Inspections and to update frameworks

- Promote the use of coaching, mentoring and self development.
- Demonstrate appropriate personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors and members of the local community

Systems and Processes

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency and integrity
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in wider society
- Welcome strong governance and actively support the governing body to understand its role and deliver its functions effectively.
- Delegate appropriately developing teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making

Pupils and staff

- Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes
- Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being
- Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis
- Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other
- Identify emerging talents, coaching current and aspiring leaders in a climate where excellence in the standard, leading to clear succession planning

Whole School Development

- Support the school's endeavour to becoming outstanding working with other schools and organisations – in a climate of mutual challenge – to champion best practice and secure excellent achievements for all students.
- Develop effective relationships with fellow professionals and colleagues in other schools to improve academic and social outcomes for all pupils
- Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution on internal and external accountability
- Inspire and influence others – within and beyond schools – to believe in the fundamental importance of education in young people's lives and to promote the value of education

Safeguarding

- Play an active role in ensuring the highest standards of safeguarding are maintained across the school
- Undertake the role of Designated Safeguarding Lead for your area of responsibility

General

- To undertake any other duties as required by the Headteacher, as member of the Senior Management/Leadership Team, within the remit of this post.

<i>Safeguarding</i>	<p>Be fully aware of and understand the duties and responsibilities arising from the Children's Act and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation</p> <p>Be fully aware of the principles of safeguarding as they apply to the post-holders role</p> <p>Ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection</p>
<i>Leadership</i>	To work under overall supervision of the Headteacher
<i>CPD</i>	Commitment to own continued professional development and to undertake mandatory training as required
<i>Teaching and Learning</i>	To maintain a high standard of teaching at a consistent level

<i>Service and Self Review</i>	Participate in the School's Self Review of performance Review methods of effective teaching and learning
<i>Behaviour / Risk Management</i>	Work with other colleagues to ensure safety of both workers and users at all times
<i>Supporting other colleagues</i>	Work with and support other colleagues to ensure the smooth and effective running of the School
GENERAL DETAILS	
REVIEW	
<p>This job description does NOT define all the duties and responsibilities commensurate with the post. As such, it will be reviewed at the end of the academic year or earlier if necessary and may be amended at any time after consultation with you.</p>	