

Deputy Head of School: Job Description

The directors and LGBs are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced Disclosure and Barring Service (DBS) check will be carried out for the successful candidate.

Responsible to: The Executive Headteacher

Aim: To raise attainment and achievement across the school with particular responsibility for the curriculum

As Deputy Head of School:

1. To deputise for the Head of School in her absence.
2. To act as a member of the Senior Leadership Team, sharing and promoting the aims, culture, ethos and vision of the school and to share whole-school responsibilities with leadership team colleagues, as agreed with the Executive Headteacher.
3. To be imaginative, innovative and visionary in developing school systems, strategies, policies and practices to support learning, teaching, opportunity and achievement and the enjoyment of education.
4. To lead a duty team.
5. To take part in the cycle of Headteacher detentions.
6. To attend meetings of the Governing Body as requested by the Executive Headteacher or Chair of Governors.
7. To be responsible for the delivery of after school provision as appropriate.
8. To oversee the work of the examinations officer, ensuring entry to Public examinations at an appropriate level for all students. To be responsible for the smooth running of all internal examinations, working with the examinations officer.
9. To chair Raising Standards meetings with KS5 leads and subject leaders in core subjects and heads of year in order to review progress and impact of intervention strategies.
10. To support the Executive Headteacher in the delivery of the whole school appraisal system and oversee the outcomes
11. To carry out other duties as reasonably requested by the Executive Headteacher or Head of School.

As Curriculum Lead:

1. To support the Executive Headteacher in the development of the whole school curriculum intent
2. To have oversight of the implementation of the curriculum across all phases.
3. To chair subject leaders meetings
4. To lead on holding subject leaders to account over the implementation of their curriculum

As Head of KS4:

Standards

1. To be accountable for the progress of all students in KS4.
2. To set the ethos for all KS4 students.
3. To manage, develop and implement school policy on assessment, recording and reporting, including Assessment for Learning, target-setting and student tracking in KS4.
4. To lead on KS4 interventions evenings as appropriate for students not making acceptable progress.
5. To hold subject leaders accountable for students not making acceptable levels of progress.
6. To ensure that suitable interventions are in place for those students not making acceptable progress.
7. To chair Raising Standards meetings with KS4 leads and subject leaders in core subjects and heads of year in order to review progress and impact of intervention strategies.
8. To liaise with SL about those students who may “drop” a bucket 3 subject.

Pastoral:

1. To be accountable for pastoral care of all KS4 students.
2. To develop and monitor the implementation of a common approach to the pastoral care of students in KS4 that enables pastoral teams to effectively support students’ learning, identifying and addressing those issues that might compromise students’ progress.
3. To promote the highest levels of motivation for learning amongst all students by working with Heads of Years 10 and 11.
4. To work with Heads of Years 10 and 11 to develop appropriate year specific tutor programme.

Line Management Responsibilities:

1. RS Coordinator
2. SLs for English, Maths
3. Exams Officer
4. Heads of Years 10 and 11
5. Assistant Headteacher KS5
6. Assistant Headteacher T&L

As an employee you have legal duties which include:

- Taking reasonable care for your own health and safety and that of others who may be affected by what you do or do not do.
- Co-operating with your employer on health and safety,
- Correctly using work items provided by your employer, including personal protective equipment, in accordance with training or instructions, and
- Not interfering with or misusing anything provided for your health, safety and welfare.

All schools within the Warriner MAT are committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment. The successful candidate will have to meet the requirements of the person specification and will be subject to pre-employment checks including an enhanced DBS check and satisfactory references