



Mill Water School

Preparation for *their* best future

Deputy Headteacher Job Description

Range L12-16

Job title: Deputy Headteacher

Accountable to: Headteacher, Governing Body, Local Authority

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 teachers' duties set out in that document. This job description will be reviewed annually in response to school improvement priorities.

Main purpose

The Deputy Headteacher will:

- Deputise and undertake overall responsibility for the school in the absence of the Headteacher and on any other occasions which are deemed necessary.
- Further the aims of the school and support the Headteacher in ensuring the vision of the school is communicated and clarified.
- Share with the Headteacher responsibility for providing quality assurance in all the school's activities.
- Provide for the Headteacher an overview of major school issues through a wide-ranging awareness and contact with staff and pupils.
- Contribute to the overall leadership and management of Mill Water School with specific responsibilities identified.
- Assist the Headteacher in promoting awareness and observation of the Health and Safety Guidelines of the school, Devon County Council and national statutory expectation
- Undertake the normal responsibilities of a teacher when required by the Headteacher either as planned contact time or to respond to need across the school
- Be a part of the senior leadership team (SLT)
- Make strategic evaluations of teaching, learning, personnel, finance and premises issues as a supportive and well-motivated member of the SLT

- Lead by example as a teacher and as a senior leader
- Contribute to establishing the core values of the school and their practical expression
- Provide professional and ethical leadership which secures the success and development of the school.
- Monitor and evaluate pupils' holistic progress and attainment throughout the school
- Act as line manager for the Assistant Heads
- Contribute to management decisions on all aspects of policy, development and organisation
- Contribute ideas and time towards strategic school development programmes
- Have an overview of the school's key objectives and take a lead role in the school's progress and development
- Play a major role under the overall direction of the Headteacher, in formulating and reviewing the School Development Plan and the aims and objectives of the school by:
 - establishing the policies through which they shall be achieved ensuring the safeguarding, welfare and care of students are reflected in every day practice
 - leading and managing staff and resources to that end
 - monitoring progress towards their achievement.
- The specific nature and balance of these responsibilities will vary according to the needs of the school and may be shared.
- This role carries a 0.2 teaching commitment which will be fulfilled to suit the needs of the school and could include PPA cover.

The internal organisation, management and control of the school

To contribute to:

- Maintaining and developing the ethos, values and overall purposes of the school
- Formulating the aims and objectives of the school and policies for their implementation
- Planning improvement which will translate school aims and policies into actions
- Implementing the Local Authority's and Governing Body's policies on equal opportunity issues for all staff and pupils in relation to sex, gender, race, disability and special needs
- The efficient organisation, management and supervision of school routines
- Identifying problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context.
- Strategically and practically contribute to statutory SEND processes.
- Further embed the distributed leadership model at the school.
- Develop effective links with the community and parents/carers to extend the curriculum offer and improve on students' achievements and personal development.
- Provide information, advice and support to the Board of Governors to enable it to meet its responsibility for securing highly effective teaching and learning, improving standards of attainment and value for money.

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Teaching and Learning

To contribute to:

- The development, organisation and implementation of the school's curriculum
- School policies on curriculum, teaching and learning, assessment, recording and reporting
- Ensuring that the learning and teaching provided by different teaching teams form a co-ordinated, coherent curriculum entitlement for individuals
- Ensuring that information on pupil progress is used to improve teaching and learning, to inform and motivate pupils, to inform parents and to aid Governors in their roles.
- To ensure teachers are familiar with Mill Water School's subject policies and, if necessary, give guidance regarding lesson planning
- To prepare, organise and lead INSET, with the support of the Headteacher
- To support the Headteacher in identifying priorities that will feed into the SDP
- To provide advice and support for staff
- To observe colleagues teaching, with a view to identifying the support they need
- To teach demonstration lessons if appropriate
- To attend relevant INSET
- To discuss with the Headteacher on a regular basis the progress of subject development within the school
- To ensure that the school is adequately and appropriately resourced in respect of subject areas
- To develop own subject knowledge
- To ensure an effective CPD programme for all subject teaching is formulated
- To lead on, supervise and monitor whole-school interventions
- Carry out a range of monitoring tasks with leaders on a regular, systematic basis including frequent class pop-ins, deep dives, work scrutiny, planning scrutiny and assessment scrutiny and other tasks as appropriate

School culture and behaviour

Alongside the headteacher:

- Create a culture where pupils experience a positive and enriching school life
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on relationships and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
- Develop and implement the school's policy for the personal and social development of pupils, including pastoral care and guidance
- Contribute to the evaluation of the impact of intervention strategies employed at the school to inform future spending and targeted CPD.
- Update the core offer document

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- Ensure student voice is regularly obtained and embedded in strategic school development initiatives
- To work to the principles of relational and trauma-informed practice
- Ensure that provision meets statutory requirements at all times as set out in students' Education Health Care Plans.

The leadership of staff

- To manage staff well with due attention to workload
- To be responsible for the line management and performance management of specific leaders
- With the support of the Senior Leadership Team, to coordinate the CPD cycle for teachers, teaching assistants and other staff in the development of specialist SEND knowledge across the school which links to the regular capturing of needs linked to a students' EHCP. To review the impact through the school development plan.
- To participate in the recruitment and development of teaching and non-teaching staff of the school
- To contribute to good leadership practice by ensuring positive staff participation, effective communication and procedures
- To participate in arrangements for the appraisal of the performance of teachers and teaching assistants
- The provision of professional advice and support and the identification of training needs

Qualities

- To uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- To develop and maintain positive links and relationships with the community, local organisations and employers
- To serve in the best interests of the school's pupils
- To advise and assist the Governing Body as required in the exercising of its functions including attending meetings and producing reports
- To help in maintaining and developing effective communications and links with parents and to provide positive responses to concerns and problems regarding their children's education and wellbeing
- To assist liaison with other educational establishments in order to promote the continuity of learning, progression and curriculum developments

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Deputy Designated Safeguarding Lead

In the absence of the Designated Safeguarding Lead and alongside the other designated deputies :

- To take lead responsibility for managing child protection issues and cases
- To provide advice and support to other staff on safeguarding issues
- To make referrals to and liaise with the local authority/MASH and to work with other agencies
- To share non-confidential information relating to individual child protection with relevant school staff where necessary
- To keep the Headteacher informed of all child protection issues in the school
- To take responsibility for the school's child protection practice, policy, procedures and professional development
- To attend and provide reports to case conferences and other inter-agency meetings as required
- To ensure there are appropriate safeguarding arrangements in place for pupils undertaking work experience, work-based learning and educational visits
- To manage safeguarding arrangements to ensure that there is safe recruitment and all pupils are safe, including for example, the effective identification of children in need or at risk of significant harm, including:
 - Monitor the single central record alongside the Safeguarding Governor
 - The rigour with which absence is followed up
 - How well safe practices and a culture of safety are promoted through the curriculum
- To report to governors on child protection and safeguarding issues

Staff development

Responsibilities include:

- The identification of possible development activities through reflection and a critical analysis of current assessment procedures
- The management of the school development actions for assessment
- Providing recommendations of possible development activities to the school's SLT and Governors
- Leading professional development activities for staff to further develop their skills in assessment
- Undertaking an on-going review of national and local assessment developments and reporting to Headteacher/school's SLT as appropriate
- To contribute to school self-evaluation and school improvement planning
- To act as performance manager for members of staff

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Teacher responsibilities

- To carry out duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document
- To carry out the duties of a general class teacher as detailed in the school's class teacher job description, including some provision for cover of absent teachers in exceptional circumstances
- To be responsible for teaching across all key stages
- To teach any pupil in the 3-19 age range (as required) in all aspects of the statutory and the agreed school curriculum

Data protection

It is essential when working with computerised systems that you are completely aware of your responsibilities at all times under the Data Protection Act 1984 (as amended) for the security, accuracy, and significance of personal data held on such systems.

Health and Safety

Employees are required to work in compliance with the schools' Health and Safety policies and under the Health and Safety at Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the school.

Safeguarding

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All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by Mill Water. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Safeguarding Lead (DSL).

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