



Deputy Head Teacher -SECONDARY Job Description

Purpose of the job:

- To support both the Executive Headteacher and the Headteacher by providing professional leadership.
- To secure Gesher's success and improvement, by ensuring high quality provision for all its pupils by raising and maintaining high standards of learning and achievement throughout the school.
- To support and further develop a shared vision and strategic plan that inspires and motivates pupils, staff and all members of the school community to build on existing strengths; work alongside the Executive Headteacher and Headteacher to ensure a clear sense of purpose and direction in order to move the school forward.
- To support, advise and work as a key member of the Senior Leadership Team in all matters relating to the efficiency and effectiveness of the whole school, including its policies and procedures.
- To optimise standards of pupil attainment and achievement, and to monitor, quality assure and support pupil progress through a rigorous cycle of data analysis, school improvement planning and self-evaluation; taking responsibility for successful leadership of a major priority area.
- To support and lead on the day-to-day smooth running of the school for the efficient organisation, administration and management of the whole school, ensuring effective deployment and management of resources, including staff.
- To deputise for, and act as, the Headteacher as appropriate.

Main Activities and Responsibilities:

Vision and Ethos:

- To further develop and productively promote the school's vision, values and goals with all appropriate stakeholders.

- To actively promote a positive ethos in which all individuals and members of the school community feel valued and respected, and where personal endeavour and responsibility are encouraged.
- To set an example of high professional standards, helping to motivate staff, and maintain morale and confidence.
- To assist with maintaining effective systems of guidance, support and pastoral care (including pupil safeguarding) which protect, enable and empower pupils and staff, including liaison with parents, outside agencies and other relevant organisations.
- To foster and promote a sense of community within the school, including relationships with pupils and parents, and to encourage links between the school and the local community.
- To maintain and promote high standards of pupil conduct and consistent behaviour management procedures, which promote self-discipline, independence and responsible attitudes, as set out in the school policies.
- To proactively promote inclusion and ensure inclusive practices and approaches are used across all the activities of the school.

Organisation and Management:

- To undertake, as necessary, the full range of professional duties of the Headteacher in the event of the Headteacher's absence from the school.
- To assist the Executive Headteacher and Headteacher to set the strategic direction of the school, working in close partnership with the Headteacher in day-to-day decision making, policy overviews, management, and organisational procedures that translate this into reality.
- To support the Executive Headteacher and Headteacher in monitoring, reviewing and evaluating the work of the school including analysis of data, and in writing the school self-review.
- To make a considerable contribution to the formulation, implementation and review of an effective school improvement plan, taking responsibility for successful leadership of a major priority area (e.g. therapies, pastoral care), preparing reports for governors and evaluating progress as requested.
- To be an active and committed member of the leadership team, working closely in partnership with senior colleagues to sustain a climate of ongoing school improvement, striving to develop 'best possible' practice to raise standards of achievement.

- To assist the Executive Headteacher and Headteacher to create and maintain an inclusive school culture to successfully lead and manage change.
- To ensure effective implementation of whole-school policies and practice that empowers all pupils to maximise achievement and minimise all forms of educational disadvantage.
- To ensure the day-to-day smooth running of the school by organising and maintaining timetables and rotas, setting up efficient systems and procedures, ensuring the efficient use of time, personnel and resources, and through meaningful communication.
- To assist the Executive Headteacher and Headteacher in ensuring staff remain motivated, committed, confident and skilled through tailored professional development opportunities; taking on an appropriate level of line management and performance management responsibilities; and helping to plan and organise the INSET programme.
- To assist promote the development of teamwork, collaboration and collegiality.

Learning and Teaching:

- To work with the Executive Headteacher and Headteacher to ensure the highest standards of achievement for all pupils at all levels of ability through promoting high expectations and teaching which both stimulates and challenges children while meeting the needs of all.
- To promote and ensure the development of excellent classroom practice by example, through demonstration, coaching and supportive feedback, undertaking a class management commitment as necessary.
- To assist the Executive Headteacher, Headteacher and colleagues monitor standards of teaching and learning.
- To assist the Executive Headteacher, Headteacher and colleagues develop and promote effective and accurate assessment, tracking and target-setting systems and practices which help maximise pupil progress.

Curriculum:

- To work with the Executive Headteacher and Headteacher to ensure all pupils receive their entitlement to a broad and balanced curriculum, which fully meets statutory requirements, while meeting their particular individual, personal, social, health and cultural needs.

- To work with colleagues to develop an innovative but rigorous curriculum practice in line with excellence and enjoyment while maintaining the school's healthy programme of curriculum extension and enrichment.
- To carry out any other duties delegated by the Executive Headteacher and Headteacher (or governors) as appropriate.

Behaviour and Attitudes:

- Ensure staff are supported through regular training to follow safeguarding procedures across the school.
- Liaison with professionals, such as CAMHS and social care, and to work collaboratively with each service.
- Work collaboratively within the Senior Leadership Team to ensure that there are robust systems and structures in place within the school so that all pupils' well-being needs are met.
- Ensure processes and pathways are in place to support staff with their mental health and well-being.