



Job Outline

Deputy Headteacher

Responsible to: Headteacher
Salary Grade: Leadership Point 18 to 23
Full time/Part time: Full time

Job Purpose

The Deputy Headteacher will play a major role in the continued growth of our school, helping students and staff members to succeed, be included and reach their full potential. They will work alongside the Headteacher, existing Deputy Headteacher and other members of the Senior Leadership Team.

Key Responsibilities

- Work with the Headteacher to further develop, empower and sustain individuals and teams of staff.
- Undertake a range of leadership and management roles and responsibilities as agreed with the Headteacher.
- Deputise for the Headteacher, as required, and support the Headteacher in managing staff and resources.
- Monitoring progress of pupils and staff.
- Work collaboratively within the Senior Leadership Team to implement and review whole school policies and procedures.
- Adopt a high profile amongst staff and pupils, promoting high expectations and achievements.
- Represent and promote Thomas Lord Audley School both internally through assemblies and meeting with families and visitors, and externally within the local community including other schools, the Sigma Trust and other agencies, as relevant.
- Participate in and lead professional activities for staff.
- Carry out all professional duties commensurate with this post as directed by the Headteacher.
- Be a leading classroom practitioner; inspire and motivate other teachers.
- Develop and oversee school systems and policies.
- Manage disciplinary cases for students and staff where necessary.
- Alert the Headteacher well in advance of approaching issues and / or events.

Teaching Duties

- Plan and teach lessons to the classes assigned within the context of the school's plans, curriculum and schemes of work.
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.
- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision.
- Work with others on curriculum and / or pupil development to secure co-ordinated outcomes.
- Supervise, and so far as practicable, teach any pupils where the person timetabled to take the class is not available to do so.

Safeguarding

Fulfil personal responsibilities, and support the Headteacher in securing compliance by those working in school, for safeguarding as set out in the Children's Act, Statutory Guidance and by the Local Children's Safeguarding Board. These include:



- › Operating a culture of listening to children and taking account of their wishes and feelings, both in individual decisions and the development of services;
- › Operating clear whistleblowing procedures,
- › Sharing information, with other professionals
- › Operating safe recruitment practices
- › Ensuring appropriate supervision and support for staff, including undertaking Induction, safeguarding training and reviews of practice
- › Operating and monitoring clear policies for dealing with allegations against people who work with children.

The Board of Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified.

The post holder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description.

This job description may be amended at any time following discussion with the Head teacher and/or COO, and will be reviewed annually.

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