

Job Profile & Person Specification

Deputy Headteacher - Pastoral



Core purpose

To support and assist the Headteacher in all matters relating to the School

Accountabilities

Reports to: Headteacher

Direct reports: Heads of Year, Pastoral Officers, Inclusion Support Assistant

General leadership responsibilities

As a member of the leadership team our Deputy Headteacher will:

- Lead learning by being an outstanding role model for learners and teachers.
- Exemplify school values: and communicate them to staff, students and parents.
- Assist the Headteacher by sharing responsibility for the school's performance in every area.
- Work closely with senior staff across RET and support dissemination of best practice across the Trust.
- Deputise for the Headteacher as required.
- Develop the skills and attributes of other members of the community.
- Assist the Headteacher in the on-going self-evaluation of the school; and plans for constant improvement and consolidation of best practice.
- Maintain a thorough understanding of information and data about the school's performance; and work with SLT to disseminate the information among all staff and governors.
- Ensure that school policy and practice impacts equally positively on all students irrespective of prior attainment and socio-economic background.
- Assist the Headteacher with staff appointments.
- Share with other members of the leadership team the responsibility for the daily administration and effective management of the school.
- Line manage designated subject leaders and other staff in all aspects of their responsibilities.
- Agree annual performance targets with the Headteacher, with a view to own continuous improvement.
- Lead on the performance management of designated staff and subject areas.
- Adhere to the Trust's standards, policies, systems and procedures in relation to students, health and safety, personnel and financial management.
- Attend meetings of the Local Governing Body and its committees if required.
- Play an active part in the life of the school and its community; leading and supporting staff and students and representing the school at public events.
- Develop positive links with the whole community.
- Undertake any other duties that may reasonably be required by the Headteacher.

Specific Leadership Responsibilities

Safeguarding and vulnerable students

- Act as the school's Designated Safeguarding Lead; deliver annual statutory whole staff training; and lead on safeguarding and child protection within the school.
- Support the school's Deputy Designated Safeguarding Leads and manage their work effectively.
- Work with the Headteacher to ensure that statutory and local safeguarding policies, procedures and systems are enacted effectively.

- Act as designated staff member for Looked After Children and Post Looked After Children. Develop and implement plans to ensure appropriate provision for Looked After and Post Looked After Children.
- Oversee provision for students in receipt of Pupil Premium funding across the school.

Pastoral provision

- Lead pastoral provision throughout the school, building on the school's vision, setting direction and providing line management and oversight for the Heads of Year, tutors and the wider Pastoral team.
- Work with the Headteacher to ensure the effective planning and successful delivery of the school's pastoral programme; and support on-going development and evaluation of pastoral provision at school and Trust level.
- Work with the Headteacher, senior team, middle leaders and RET advisers to support staff
- in the development of their professional skills (based on areas of development identified through the school's self-evaluation and performance management procedures). Work with the Headteacher to ensure excellent provision for PSHE and RSE in the school.

Behaviour and attendance

- Work with the Headteacher to ensure appropriate tracking of students' attendance, punctuality and behaviour and effective responses to that data.
- Represent the school at the local Behaviour and Attendance Panel. Oversee managed moves and support the integration of vulnerable students into the school community.
- Lead on ensuring excellent attendance across the school.
- Lead on behaviour management procedures and student compliance with school expectations.

Staffing

- Support and assist the Headteacher in managing and motivating all staff to ensure the school's pastoral provision is delivered through excellent practice.
- Provide opportunities for continuing professional development for all staff.
- Lead and support the leadership team individually and collectively.
- Share management of middle leader performance.

Finance and Resources

- To support and assist the Headteacher in effectively planning, managing and monitoring the use of finances and resources to achieve the pastoral aims of the school.

Community

- Develop positive relationships with parents, external agencies, churches and the local community to enhance pastoral care in the school.
- Work effectively with other professionals to ensure the best possible advice and resources are available to support and develop our students.
- Set direction for harnessing Student Voice in the school and for ensuring Student Leadership opportunities.

Personal Development

- To engage actively in Performance Management and Continuing Professional Development to ensure professional skills are kept up-to-date and developed in line with the priorities of the school and Trust.

The job description is current at the date shown, but in consultation, may be changed (commensurate with the grade and job) to reflect or anticipate changes in the school or Trust's organisation. The Deputy

Headteacher will be expected to comply with any reasonable requests from the Headteacher to undertake work of a similar level that is not specified within this job description.

Person Specification

Experience and Leadership

- Development of good and outstanding teaching. (E)
- Leading the achievement of outstanding outcomes across the full range of student abilities. (E)
- Successfully leading a subject team. (E)
- Managing, motivating and developing staff. (E)
- Using data and benchmarks at student, subject and whole school level. (E)
- Successfully leading a whole school initiative or management area. (E)
- Leading safeguarding and child protection at a strategic level. (D)
- Management in a church school (of any Christian denomination) (D)

Professional knowledge

- Understanding of how to effectively support students' academic progress across the ability range. (E)
- Understanding of current educational issues and developments including most recent safeguarding, RSE and attendance statutory guidance. (E)
- Understanding of the current Ofsted inspection framework. (E)
- Understanding of the current SIAMs inspection framework. (D)

Skills

- An excellent classroom practitioner who leads by example – able to consistently deliver good and outstanding lessons. (E)
- Develops, articulates and maintains a clear vision and leads others to plan and deliver it. (E)
- Communicates in a way that inspires and motivates children and adults. (E)
- Improves and maintains levels of attainment and success. (E)
- Reviews, monitors and evaluates progress and results. (E)
- Leads, co-ordinates and delegates. (E)
- Thinks both strategically and operationally, according to the situation. (E)
- Analyses, evaluates and uses data to support decision-making. (E)
- Manages change and works well under pressure. (E)
- Manages the performance of others effectively. (E)

Attributes

- Creates robust, trusting, honest, and supportive relationships. (E)
- Well organised, flexible and resourceful. (E)
- Displays moral, intellectual and personal integrity and authority. (E)
- Shows determination, optimism and resilience in the face of challenges and setbacks. (E)
- Is committed to equality of opportunity, community cohesion and student social mobility. (E)
- Has a strong Christian faith; and is an active member of a church. (D)

Qualifications

- Qualified to degree level. (E)
- Qualified teacher status. (E)
- Recent, relevant professional development. (E)