



QUEENS' SCHOOL
Dare to be Great

**Deputy Headteacher
Job Description**

Post title:	Deputy Headteacher
Reporting to:	Headteacher
Purpose:	To provide professional leadership and management of the school.
Main Responsibilities:	<p>Support the Headteacher in providing whole school leadership:</p> <p>Share responsibility for all the policies, decision-making processes, leadership and management of the school; develop an ethos of high expectations of staff and students; take full accountability for key areas including performance standards; ensure compliance to statutory responsibilities; assist in self-evaluation and school improvement.</p>
Grade:	Leadership 18-22

Leadership and Management

- To be a member of the Senior Leadership Team, contributing positively towards the development of the School
- Deputising for the Headteacher when requested to do so.
- Meet regularly with the Headteacher and the Senior Leadership Team on matters of policy and improvement planning
- To advise and assist the governing body as required in the exercising of its functions including attending meetings and making reports
- Keep abreast of national and local developments to inform decision making with the Headteacher and provide recommendations for decisions based on research and evaluation of different options and an analysis of costs and benefits
- Contribute significantly to the development, monitoring and evaluation of the School Development Plan
- Evaluate school performance related to areas of responsibility
- Support and uphold the ethos and values of the school
- Proactively work to improve pupil outcomes
- Encourage the achievement, enjoyment and satisfaction of students and staff in their daily work

- Ensure that they and the staff that they line manage understand and are fully committed to Safeguarding Children and Safer Recruitment

Learning

- Share responsibility for the learning and personal development of all pupils
- Monitor and evaluate aspects of the school's work, including teaching and learning of specific subject departments
- Plan intervention strategies for underachieving students
- Develop networks with other organisations for research and development.

Staff

- Promote and contribute to the professional development of staff
- Provide assistance for teaching and support staff colleagues, with the aim of providing a secure and friendly environment for their work and professional development.
- Performance manage specific staff
- Manage and assist in the recruitment of staff.

Community

- Celebrate the achievements of both staff and students
- Attend out of hours school events and activities
- Maintain and develop effective communications and links with parents and to provide positive responses to concerns and problems regarding their children's education and development
- Represent the school at external meetings and other events
- Liaise with other educational establishments in order to promote the continuity of learning, progression of achievement and curriculum development
- Liaise with other professional bodies, agencies and services
- Carry out a share of supervisory duties in accordance with published rotas

Enhancing own knowledge, skills and understanding

- To take responsibility for own continuing personal and professional development

Additional duties

- Respectfully comply with any reasonable request from the Headteacher

Special Conditions of Employment

Rehabilitation of Offenders Act 1974

- This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions, cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Headteacher by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with Staff Disciplinary Procedure.

Health and Safety

- The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

Equality and Diversity

- Queens' School is committed to equality and values diversity. As such it is committed to fulfilling its equality duty obligations, and expects all staff and volunteers to share this commitment. The duty requires the school to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people with whom they come into contact with dignity and respect, and are entitled to expect this in return.

Training and Development

- The school has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

This job description may be subject to review and/or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests

OTHER SPECIFIC DUTIES

- To carry out the duties in the most effective, efficient and economic manner available
- To support the school ethos
- To maintain confidentiality at all times
- To carry out and communicate Queens' School's values in all aspects of work

- To contribute to the safeguarding and promotion of the welfare and personal care of students with regard to Child Protection Procedures

Review and Amendment

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

This post is subject to the enhanced level of disclosure

In order to deliver services effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above.

Please Note that:

All teachers must carry out the duties of a schoolteacher as set out in the Schoolteacher's Pay and Conditions Document

January 2024