

St Mary's CE High School

JOB DESCRIPTION: Deputy Head Teacher Standards (Behaviour)

Responsible to: Head Teacher

Scale: Scale L19 to L23

Duties: The School Teachers' Pay and Conditions Document (Part XIII) specifies the general professional duties of all teachers. In addition, certain particular duties are reasonably required to be exercised and completed in a satisfactory manner.

Post Holder: This post is aimed at providing the post holder with an opportunity to contribute to the Strategic Leadership of the school at the highest level, whilst gaining experience to contribute significantly to personal professional development.

Personal and Professional Standards

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff are to:

- support the aims and ethos of the school
- have regard to the Church of England character of the school and not to do anything in any way contrary to the interest of its foundation
- set a good example in professional dress and appearance, punctuality and attendance
- take responsibility for personal development and training as a consequence of the performance review cycle
- attend team and staff meetings as appropriate, contributing actively whenever possible
- provide a courteous, prompt and polite service to all members of the school community, including parents/carers, students, all staff, contractors and suppliers and other visitors
- actively contribute to the school's mission statement by forming positive relationships within the school's community and working collaboratively and in good humour with other colleagues as appropriate or when directed
- be aware and comply with all relevant policies and procedures within the school, particularly those relating to child protection, equality, health and safety and confidentiality. It is the duty of all colleagues to report breaches of school policies or procedures to the Headteacher

General Senior Leadership Responsibilities:

- To promote and contribute actively to the corporate status of the senior leadership team

- Support SLT and colleagues' decisions, respecting the confidentiality of information where required to promote and actively seek positive working relationships with partners and outside agencies for the benefit of the school
- To undertake strategic planning which will aid the production and implementation of the Strategic Improvement Plan
- To undertake monitoring and evaluation functions (including internal evaluations) which will:
 - Highlight teachers' professional strengths and areas for development
 - Identify strengths and successes in provision
 - Track developments in provision and evaluate their effectiveness
 - Contribute towards improvements in school structures, systems and policies
 - Identify areas where further development or improvement is needed
 - Inform decisions about student attainment and progress and identify student need
 - Enhance the quality of students' learning and improve student attainment
- To undertake the line management of teaching and learning area including support of all related T&L events and activities
- To hold other staff, including leaders and managers/post holders, to account against standards and agreed targets
- To respond to unplanned situations which arise in the daily running of the school
- To maintain excellent student discipline and support staff, especially in dealing with unexpected incidents or sudden crises and emergencies

Core Purpose of a Deputy Head Teacher:

- To promote the Christian ethos of the school, through word and deed
- To lead and model the highest standards of education and learning
- To operate as a member of the senior leadership team and to deputise for the Head Teacher or another Deputy Head Teacher as directed by the Head Teacher or Chair of Governors
- To provide professional strategic and operational leadership for identified aspects of the school
- To promote and safeguard the welfare of children and young persons
- To build upon the already established high quality of education by effectively managing teaching and learning and using personalised approaches to realise the potential of all students
- To maintain a culture that promotes excellence, equality and high expectations for all students
- To be accountable to the Governing Body and Head Teacher in providing vision, leadership and direction for the school by ensuring that it is well managed and organised to meet its aims and targets
- With the Head Teacher and Senior Leadership Team, to be responsible for evaluating the School's performance and to identify the priorities that will lead to continuous improving and raising standards
- Actively seek and promote positive and creative solutions to challenges and opportunities
- To ensure equality of opportunity for all
- To ensure implementation of the School's policies and modelling of the highest standards of behaviour and leadership and management
- To contribute to the sustaining, development, and review of policies, practices and structures that drive forward the school's improvement
- Implement the School Strategic Improvement Plan with the school's Christian character at its centre
- To use resources efficiently and effectively to ensure outstanding quality of provision that meets the needs of all students
- To make sure that leadership is successfully focused on achieving outstanding outcomes for all learners

- To use leadership to clearly direct improvement and promote the wellbeing of all learners, and staff, through high quality care and inclusive education
- To create a common sense of purpose among staff and stakeholders
- To attend and contribute to meetings of the Senior Leadership Team and other school meetings, preparing information, documents and reports as required
- To organise, set agendas, chair strategic meetings and produce minutes
- To support and attend whole school events providing leadership and management activities, e.g. Transition and Open Evenings, school productions, etc.
- To attend meetings of the Governing Body when requested and to prepare information, presentations and reports as requested
- To prepare evaluative/impact reports for the Head Teacher, full Governing Body, School Improvement Partner (if applicable) and other committees/meetings as required
- To make a high-quality contribution to school Collective Acts of Worship and assemblies, provide support for general Collective Acts of Worship and assemblies and support staff with their leadership of Collective Acts of Worship and assemblies
- At all times to have a high profile proactively modelling the highest professional standards and presence around the school and take an equitable share of lunch time and break time supervision and general school and senior leadership team duties
- To actively promote a positive profile of the school and its work in the local community, including promoting all SMHS policies including those related to areas of responsibility
- To lead on production, monitoring and evaluation of policies related to areas of responsibility

Specific Responsibilities:

- To provide strategic leadership of innovation in school culture, climate and capital.
 - Lead and manage strategies that ensure outstanding student behaviours
 - Lead and manage strategies that increase the reputation and recognition of SMHS and a purposeful and safe learning environment for all
- To provide strategic leadership for the SMHS Pastoral structure
 - Lead and manage the operation of the Year Leads responsible for Years 7 to 11
- To provide strategic leadership for the SMHS Attendance Strategy
 - Lead and manage the whole school delivery of the SMHS Attendance Strategy
 - Lead and manage the Attendance Officer and administration staff
- To provide strategic leadership of the SMHS Internal Intervention Strategy (including internal exclusion)
 - Lead and manage the operation of the Hub Coordinator and staff.
 - Lead and manage the operation of strategies to reduce Low Level Disruption
- To provide strategic leadership for the SMHS Safeguarding strategy
 - Take responsibility as the Designated Safeguarding Lead
 - Lead and manage the operation of the SMHS Safeguarding Officer
- To provide strategic leadership of the SMHS Mental Health strategies
 - Lead and manage the Mental Health lead
- To lead and manage the SMHS Admissions Strategies including all Mid-Term Admissions
- To lead and manage the administration of the student exclusion processes, including providing all the evidence needed to support the Headteacher in the decision-making process prior to any exclusion decision.