Role Profile: Deputy Head (Maternity Cover)

Purpose

The Deputy Headteacher is responsible for all aspects of the day-to-day management of the school and must be committed to working towards the best possible environment for the nurture and education of all pupils whilst continually enhancing the quality of education and pastoral care.

Key Accountabilities

Academic

- To manage and take responsibility for the day-to-day operational management of the school.
- To lead on preparation for ISI inspections and prepare documentation to ensure the school is 'inspection ready'.
- To assess the training needs of staff arising from performance management and in discussion with HODS and SLT, create a whole staff training programme.
- To organize external testing and manage the Pre-Test selection process.
- To oversee that data analysis is used systematically to improve academic performance across all key stages.
- To lead pupil tracking and ensure that it is being done effectively by all departments across the school.
- To oversee the curriculum.
- To manage the Pre-Test process for future schools, pupil tracking and resources.
- To organize Parents' Evenings/Academic meetings etc.
- To main close and effective relations with parents and the wider community.
- To keep abreast of developments in education and safeguarding policy.
- Oversee the effective use of the schools information management system (ISAMS)

Pastoral

- School Designated Safeguarding Lead (DSL)
- Chair meetings with the relevant personnel.
- Regularly review and monitor pastoral practices across the school.
- Support the Heads of Year in dealing with serious pastoral issues.
- Prepare documentation for safeguarding reviews.

Staff and Staff Development

- Support the Head in developing and maintaining high morale and confidence among all staff to set an example of high professional standards and leadership.

- Develop and oversee the professional development and performance management programme for staff at all levels.
- Share recruitment of staff, including drawing up job descriptions, shortlisting and interviewing.
- Monitor and evaluate the quality of teaching and learning and help to identify areas for staff development.

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Person Specification

	Essential	Desirable
Skills	- Excellent written and verbal communication and presentation skills. - Excellent ICT competencies. - Excellent organisational capabilities with the ability to prioritise and manage workload effectively. - Skilled decision maker. - In depth knowledge of recent digital developments in teaching and learning. - Broad knowledge of the curriculum and innovative developments.	- Excellent knowledge and understanding of recent curriculum developments. - A good knowledge of the pre-test system for senior admissions in the 11-13 sector. - Excellent knowledge of the realm of Safeguarding.
Qualifications	- Graduate. - QTS. - Strong track record of professional development.	Higher degree and/or professional qualification.
Experience	- Evidence of having lead innovation and working with the SLT in a school setting. - Experience in preparing for ISI inspections.	- Previously worked as a Deputy Head or in a Head of Department role. - Experience of contributing to curriculum development within subject areas. - Experience of the day-to-day management of the school.

Key Stakeholders:

Internal –

External -

Signed: ……………………………………………

Name (print): …………………………………..

Date: …………………………………………..