

Job Description

Note: The exact nature of the job description may vary depending on the specific strengths and experience of the successful candidate

Title & Grade of Post:	DEPUTY HEADTEACHER ISR: L15 – L19
Postholder:	
Job Purpose:	<ul style="list-style-type: none"> To deputise for the Headteacher in his/her absence To support the Headteacher in carrying out his/her responsibilities and to carry out duties as assigned by the Headteacher. As a leading professional, to actively promote the welfare, character development, guidance and academic progress of all students. To assume a number of whole school responsibilities as assigned by the Headteacher
Reporting to:	<p>The postholder is responsible to the:</p> <ul style="list-style-type: none"> Headteacher in all matters. The Chair of Trustees/Governing Board in the Headteacher's absence.
Responsible for:	<p>The post-holder is responsible for:</p> <ul style="list-style-type: none"> Any member of staff the Headteacher delegates line management responsibility for. This could include Pastoral Team, English Faculty, SENDCo and SEND team.
Professional Relationships:	<p>The postholder will also be expected to network and liaise with:</p> <ul style="list-style-type: none"> colleagues in local schools and wider, to ensure a consistency of approach. outside agencies and organisations
Specific Responsibilities and Accountabilities	<ul style="list-style-type: none"> Take a key role in formulating and supporting the aims, ethos, vision and policies of the school. Lead others in developing positive working relationships and sustaining motivation across the school. Contribute to the strategic development of Woodbrook Vale School and to whole school self-evaluation and improvement planning. Adhere to the Teacher Standards. Monitor the academic, social and emotional progress of SEND students across all year groups, identifying underperformance promptly and applying targeted interventions as appropriate. Mentor aspiring leaders when required. Provide leadership for the middle layer, supporting them to complete improvement plans and self-evaluation processes Alongside all SLT provide consistent leadership with regard to behaviour management taking shared responsibility for the "Behaviour and Attitudes" section of the Ofsted inspection process. Other responsibilities might fall within some of the following categories: Transition Inclusion SEND CPD, Quality of Teaching Personal Development Curriculum and Innovation Attendance Inclusion Extra-Curricular provision Parental Engagement <p>Job Descriptions will be tailored and negotiated following appointment.</p>

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

**Generic Duties
&
Accountabilities**

- The accountabilities detailed within this job description should be supplemented by those accountabilities, roles and responsibilities as set out within DfE statutory guidance.
- This job description is indicative in terms of duties and responsibilities. Indicative duties are neither definitive nor exhaustive and do not reflect a contractual entitlement. Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that falls within the general character of the post. This can include duties not specified in this job description.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to parents and visitors.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applications or continued employment for any employee who develops a disabling condition.
- This job description is current at the date shown, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Signed: (Postholder) Date:

Signed: (Headteacher) Date: