

THE CASTLE PARTNERSHIP TRUST

Executive Headteacher: Sarah Watson



The Castle Partnership Trust
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THE CASTLE PARTNERSHIP TRUST

Deputy Headteacher

**The Castle School
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www.castleschool.co.uk

**Court Fields School
Mantle St
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DEPUTY HEAD JOB DESCRIPTION

JOB TITLE	DEPUTY HEADTEACHER
ACCOUNTABLE TO	HEADTEACHER for operational matters and CEO for strategic matters
SALARY RANGE	Leadership L15-20 (specific range to be agreed with the successful candidate)

Key Relationships:

- Accountable to the Headteacher/CEO
- Part of the Senior Leadership Team
- Line management of Middle Leaders depending on the role agreed.
- Colleagues within the Trust

Core Purpose:

The Deputy Headteacher will provide professional and inspirational leadership for the Trust to ensure its continued success, improvement and development. The Deputy Head will deputise for the Headteacher/Head of School in all matters as required.

The Deputy Head will:

- Lead agreed key areas in pastoral and/or curriculum;
- Develop the positive ethos, values and practices of the school;
- Undertake the normal responsibilities of the class teacher;
- Be a member of the senior leadership team;
- Assist the Headteacher in leading and managing the school;
- Undertake such duties as are delegated by the Headteacher;
- Play a major role under the overall direction of the Headteacher in formulating and reviewing the School Improvement Plan and the aims and objectives of the school by:
 - establishing the policies through which they shall be achieved;
 - leading and managing staff and resources to that end;
 - monitoring progress towards their achievement.

Main Tasks

The specific nature and balance of these responsibilities will vary according to the needs of the school and may be shared.

Class teacher responsibilities

- To carry out those responsibilities defined by statute with specific reference to the Core Professional Standards, the conditions of Employment of Teachers in the DfE (DCSF) publication 'School Teachers Pay and Conditions,' in order to provide a full and rich learning experience and support for students;
- To carry out the duties of a general class teacher as detailed in the school's class teacher job description, including some provision for cover of absent teachers;
- To be responsible for teaching across both key stages.

The internal organisation, management and control of the school:

To contribute to:

- maintaining and developing the ethos, values and overall purposes of the school;
- formulating the aims and objectives of the school and policies for their implementation;
- planning improvement which will translate school aims and policies into actions;
- establishing, reviewing , updating and implementing the Trust's policies;
- the efficient organisation, management and supervision of school routines.

Curriculum Development

- To be responsible for progress and support of a Key Stage/Cohort of students
- To contribute to:
 - the development, organisation and implementation of the school's curriculum
 - school policies on curriculum, teaching and learning, assessment, recording and reporting;
 - ensuring that the learning and teaching provided by different faculties and teaching teams form a co-ordinated, coherent curriculum entitlement for individuals;
 - ensuring that information on pupil progress is used to improve teaching and learning, to inform and motivate pupils, to inform parents, to provide necessary references for other educational institutions and employers and to aid Governors in their management of the school;
 - ensuring that the individual pupil's continuity of learning and effective progression of achievement are provided.

Pupil Care

- To be responsible for the line management of specific Faculty and/or House areas.
- To contribute to:
 - the development, organisation and implementation of the school's policy for the personal and social development of pupils including pastoral care and guidance;
 - the effective induction of pupils;
 - the determination of appropriate pupil groupings;

- the promotion among pupils of standards of conduct/discipline and proper regard for authority and the encouragement of good behaviour;
- the development of culture of independent learning;
- the handling of individual pupil disciplinary cases.

The management of staff

- To be responsible for the line management and performance management of specific middle leaders.
- To participate in the recruitment and development of teaching and non-teaching staff of the school.
- To contribute to good management practice by ensuring positive staff participation, effective communication and procedures.
- To participate in arrangements for the appraisal of the performance of teachers.
- The provision of professional advice and support and the identification of training needs.

Relationships

- To be responsible for fostering positive relationships across the school community.
- To advise and assist the Governing Body as required in the exercising of its functions including attending meetings and making reports.
- To help in maintaining and developing effective communications and links with parents and to provide positive responses to concerns and problems regarding their children's educations and wellbeing.
- To assist liaison with other educational establishments in order to promote the continuity of learning, progression and curriculum developments.
- To develop and maintain positive links and relationships with the community, local organisations and employers.

Specific Responsibilities:

To be established following consultation with the successful candidate.

This job description is current at the date shown, but, in consultation, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the salary grade and post title. It does not form part of a contract of employment.

Each individual task may not have been identified and outlined within the main duties and responsibilities above. It would be expected that a Deputy Headteacher would carry out any reasonable request made to undertake work of a similar level that is not specified in this job description.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a satisfactory Disclosure and Barring Service (DBS) Enhanced Disclosure Certificate.