

Elthorne Park High School

Deputy Headteacher

Quality of Education

Job Description

The exact nature of the responsibilities will be based partly on the strengths and experience of the successful candidate.

Purpose of the post:

- To assist the Headteacher in the strategic leadership and management of the school in order to achieve the highest standards of staff performance and student attainment
- To uphold and promote the values of the school
- To assist the Headteacher in fulfilling the Governing Body's aim for the school to be outstanding in all areas
- To fulfil the functions outlined below (and those delegated from time to time) in order that the school provides an efficient education for its students

Specific Responsibilities

1. Leading on reviewing policies and procedures with the aim of promoting excellence and better celebrating academic and other success
2. Leading on developing our existing highly effective Quality Assurance programme that encompasses staff and student performance
3. Working collaboratively with assistant head teachers to ensure that quality assurance procedures are effectively implemented for their areas of responsibility
4. Leading, as agreed with the Headteacher, whole school projects designed to promote the best possible provision for students and the best possible outcomes by students
5. Promoting the school positively to the wider community including parents and other key stakeholders
6. Ensuring effective use of new technologies for marketing and communication including responsibility for the school's website

General Duties

1. With the Headteacher and Senior Deputy, establish a clear and widely shared vision for school improvement with the aim of making all aspects of the school 'outstanding'
2. Assist the Headteacher with the day-to-day management of the school and assuming operational responsibility for the school in the absence of the Headteacher and Senior Deputy
3. Fulfil the core requirements of a school teacher as described in the School Teachers' Pay & Conditions Document

4. Lead on whole school policy making and strategic thinking
5. Lead on challenging underperformance at all levels, and ensuring corrective measures are put in place and followed up where appropriate
6. Liaise proactively with parents/carers, other agencies and the wider community to promote the best possible outcomes for young people
7. Line-manage senior and middle leaders and other staff as agreed with the Headteacher including monitoring and evaluation of their work
8. Play a full part in the strategic and operational direction of the school by contributing to planning, staff training, reviews of learning and teaching monitoring and evaluation
9. Participate in the development and production of various school publications as directed by the Headteacher
10. Participate in the recruitment, supervision and appraisal of designated staff