

DEPUTY HEADTEACHER VALENTINES HIGH SCHOOL



GENERAL RESPONSIBILITIES OF SENIOR STAFF

To play a major role under the overall direction of the Headteacher in:

- ◆ Formulating the aims and objectives of the school.
- ◆ Establishing the policies through which they shall be achieved.
- ◆ Managing staff and resources to that end, and to
- ◆ Monitor progress towards the achievement

To line manage, **monitor and evaluate** designated curriculum areas and participate in regular lesson observation, work sampling and feedback to staff in order to promote the quality of teaching (as specified in the school monitoring and evaluation policy).

To participate in regular meetings examining progress towards targets of subjects/ pupil groups

To participate in initiatives to Identify and eradicate 'in school variation' in standards

To engage in professional development in order to keep up to date in their designated areas of whole school responsibility.

- ◆ Over and above specific responsibilities, to maintain a whole school presence and high profile around the school with staff and students.
- ◆ To play a full part in the supervision of the student body and maintenance of discipline throughout the day and to promote and ensure an effective system of pastoral care.
- ◆ To participate in and contribute to the meetings of the Leadership Group and offer reports to the group and head as required. To be accountable to this group, the head and governors through the operation of a 'cabinet government' management style.
- ◆ To promote communication between the school, parents, community, industry and outside agencies.
- ◆ To contribute towards development planning and the maintenance of school policies and systems.
- ◆ To contribute to staff development and Training where appropriate.
- ◆ To play a part in taking school assemblies.
- ◆ To work flexibly as may be required for the smooth running of the school.
- ◆ To undertake any professional duties of the Headteacher reasonably delegated to you by the Headteacher.
- ◆ To play a full part in the leadership and management of the school, deputising for the Headteacher as required
- ◆ To take a lead role in relevant governing body subcommittees
- ◆ To use the school's communications systems to consult with staff, enabling them to contribute to the formulation and evaluation of policies and procedures
- ◆ To keep abreast of developments and initiatives relating to education as a whole, school leadership and management in particular

- ◆ To contribute to the development of all forms of monitoring and review including lesson observation
- ◆ To contribute to leadership and management of curriculum development

Specific Responsibilities

In order to reflect the strengths of the Leadership Group, the final specific responsibilities will be finalised once the successful candidate has been appointed