

FINBOROUGH SCHOOL DEPUTY HEAD (Senior School)

Job Description

Post: Deputy Head (Senior School)

Responsible to: Headmaster

Direct reports: Teaching Staff

Job Purpose

The Deputy Head (Senior School) will be at the centre of ensuring that pupils truly achieve their full academic potential through a modern and innovative curriculum with a clear and helpful system of assessment tracking (attainment and 'Learnability').

Similarly the Deputy Head (Senior School) will lead and support the teaching staff, through a reflective, professional development programme.

The emphasis will be on using leadership and management skills to make things happen and it is expected that some of these responsibilities will be delegated to and shared with relevant colleagues.

Specific responsibilities

Policy/Strategic Direction and Development

1. To play a key role in creating and sharing a vision for the academic development of the school and to contribute to the development and delivery of the School Development Plan.
2. To keep policies under review to ensure that they meet the changing needs of the school and respond to developments in educational policy nationally and changes in the ISI regulatory framework.

Teaching and Learning

1. To teach up to a fifty per cent timetable.
2. Promote excellence and innovation in teaching and learning.
3. Develop a stimulating and imaginative academic curriculum, which inculcates intellectual curiosity and love of learning, providing fresh challenge and opportunity at key transfer points – Y6 to Y7 and Y11 to Sixth Form.
4. Act as a model of inspirational teaching and reflective professional practice.
5. Monitor, observe and evaluate teaching and learning, identifying and sharing best practice and challenging under-performance in consultation with the Headteacher.
6. Ensure a rigorous process for the regular assessment, recording and reporting of pupil progress and to ensure that academic data is consistently utilised to inform and improve teaching and learning and promote progress and achievement for pupils of all abilities.
7. Ensure that strategies are in place to identify and support pupils with particular need e.g. Gifted and Talented pupils and those with Special Educational Needs.
8. Develop the quality and diversity of activities in the enrichment programme.
9. Be responsible for curriculum design, scheduling, subject choices and staffing requirements and construction of the Timetable.
10. Be responsible for timetabling of examinations regarding invigilation.

Pastoral Care (Tutoring and SPACE)

1. To promote and safeguard the welfare of all children in the Senior School.
2. To promote self-discipline, high standards of behaviour and positive attitudes on the part of all children and to implement policies and procedures to foster them.
3. Ensure that a high standard of care and good order for all children is maintained.
4. Promote excellence and innovation in tutoring.
5. Develop a stimulating and imaginative and coordinated SPACE curriculum that is delivered to a consistent high standard across the school.
6. Ensure the schools systems support the best pupil health and wellbeing.

7. Ensure behaviour is consistently managed across the school, resulting in the highest standards of discipline, politeness and positive relationships.
8. Ensure the schools reward system is operated consistently to motivate all pupils.
9. Ensure the schools houses remain a vibrant central part of school life (events each term)

Leadership and Management of Others

1. Lead and line manage Heads of Department/Senior School Staff enabling them to promote the highest standards of teaching and learning.
2. Lead and line manage pastoral/academic leaders enabling them to promote the highest standard of academic and pastoral support delivered through excellent tutoring.
3. Take the lead in the motivation, development and appraisal of the teaching staff to make the most effective use of their skills, challenging under performance where appropriate and promoting best practice in continuing professional development.
4. Lead and manage designated colleagues with responsibilities for specific academic activities. Eg Exam officer.
5. Lead and line manage boarding to ensure the highest standard of care and provision for the community of staff and student who reside at the school.

Monitoring, Evaluation and Assessment

1. In consultation with the Headteacher, manage the process of departmental review and development planning ensuring that rigorous monitoring and evaluation processes are in place.
2. Take responsibility for the analysis of academic performance data and promote, monitor and evaluate its effective use in maximising pupil attainment and improving progress in teaching and learning.
3. To analyse exam results, both A Level and GCSE, to provide relevant statistics on examination entry/results, to check DfE statistics and examination results information before publication.
4. Monitor standards of tutoring to ensure sustained consistent high standards including regular communication with parents.

Training and Development of Self and Others

1. Develop and maintain a culture of high expectations for self and others.
2. As a lead professional, regularly review own practice, set personal targets and take responsibility for own continuous professional development and encourage all staff to do likewise.
3. Identify whole school and departmental training needs and, in collaboration with other members of the SLT, maintain a high quality programme of academic INSET, presenting and delivering INSET personally where appropriate.
4. Oversee and participate in the school's NQT/ITT programmes.
5. Participate in the school's new staff induction programme.

In addition carry out any duties as may be reasonably required by the Headteacher.