



## **RAVENSWOOD SCHOOL JOB DESCRIPTION**

**Ravenswood School**

Post Title: Deputy Headteacher

Salary Grade: L10 – L14

Responsible to: Headteacher

### **Job Purpose and Context**

1. To promote and support the school in fulfilling its aims through robust self-evaluation and targeted improvement.
2. To assist the Headteacher in the organisation, management, development and evaluation of the school and to deputise in the event of his absence from the school.
3. To be accountable for ensuring high quality teaching and learning across the school leading to pupils making good and better progress.
4. To effectively fulfil all professional duties for Deputy Headteachers as set out in the annual School Teachers' Pay and Conditions Document.

### **Main Areas of Responsibility Leadership and Management**

1. Playing a major role in collaboration with the Senior Leadership team and Governors in:
  - Formulating the aims and objectives of the school
  - Establishing the policies through which they are to be achieved
  - Managing the staff and other resources to that end
  - Ensuring good progress is achieved.
2. Raising pupils' achievements through effective data analysis and self-evaluation leading to the implementation of high quality teaching and interventions.
3. Effectively and efficiently leading the establishment, review and implementation of designated school policies and procedures through which the aims and School Improvement Plan will be achieved.
4. Positively demonstrating the value of effective monitoring and school self-evaluation in raising pupil achievement.
5. Taking responsibility for the Performance Management of designated teachers and support staff; ensuring they meet national and school standards.
6. Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised on the school premises and when they are engaged in authorised school activities elsewhere.
7. Communicating and consulting with the parents, carers and other stakeholders, making decisions in the best interests of the school.
8. Deliver effective training to staff and colleagues in other organisations on any school policies and procedures.
9. Report to and Headteacher and governors on areas of accountability.
10. Ensure Middle Leaders are accountable for assessing the effectiveness of work that is carried out in their departments.
11. Be effective Designated Teacher for CLA pupils.
12. Be effective Educational Visits Co-ordinator.
13. Be fully aware of all school safeguarding and health and safety procedures, being ready to deputise for the Headteacher at anytime.

**Teaching, Learning and Assessment**

1. Demonstrating excellent teaching and assessment for learning knowledge and skills in timetabled lessons - up to 50% of weekly timetable. Reviewing own methods of teaching and programmes of work to ensure high standards are maintained.
2. Raising achievements of pupils other than those you directly teach through monitoring, and well matched support and challenge.
3. Leading the development of curriculum planning and relevant assessment frameworks.
4. Applying good knowledge, skills and understanding in promoting personal development and well-being of pupils with complex SEN(D)
5. Be well informed of national and regional initiatives around curriculum, accreditation and assessment, and provide clear guidance for school staff.

**Undertake any professional duties as reasonably determined by the Headteacher.**