



Committed to Excellence

THE JOHN COLET SCHOOL

JOB DESCRIPTION

POST: Deputy Headteacher

GRADE: Leadership Scale L20-24

RESPONSIBLE TO: Headteacher

RESPONSIBLE FOR: Members of staff indicated on school management structure

Purpose: To be a member of the Senior Leadership Team (SLT) and as such play a full part, in collaboration with the Headteacher, in the leadership and management of the school.

Member of the SLT

1. Undertake the normal responsibilities of the class teacher.
2. Assist the Headteacher in leading and managing the school.
3. By demeanour and example, actively further the school's policies and promote its ethos within the school and the wider community.
4. Support and challenge staff to strive to maintain the highest professional standards and to promote the aims of the school.
5. 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:
 - a. Establishing the policies through which they shall be achieved
 - b. Leading and managing staff and resources to that end
 - c. Monitoring progress towards their achievement.
6. Organise and attend school functions.
7. Participate in the recruitment and development of teaching and support staff of the school.
8. Contribute to good management practice by ensuring positive staff participation, effective communication and procedures.
9. Participate in arrangements for the appraisal of the performance of teachers and support staff.
10. Be responsible for fostering positive relationships across the school community.
11. Advise and assist the Governing Body as required in the exercising of its functions including attending meetings and making reports.
12. Maintain and develop effective communications and links with parents and provide positive responses to concerns and problems regarding their children's education and wellbeing.
13. Liaise with other educational establishments in order to promote the continuity of learning, progression and curriculum developments.
14. Develop and maintain positive links and relationships with the community, local organisations and employers.
15. Deputise for the Headteacher when s/he is away from school.

16. Work flexible, and sometimes long hours, including during school holiday periods where necessary.

17. Other tasks as prescribed by the Headteacher.

Duties set out in the document SLT Responsibilities

Be accountable for the whole school areas set out in the SLT Responsibilities document which may vary from year to year.