

JOB DESCRIPTION

SCHOOL:	St Martin's, Brentwood
JOB TITLE:	Deputy Headteacher – Sixth Form
RESPONSIBLE TO:	Headteacher
RESPONSIBLE FOR:	Sixth Form
DUTIES:	The Conditions of Employment of School Teachers specifies the duties of a Deputy Headteacher
PARTICULAR DUTIES:	To be responsible for the effective and efficient management of staff.
ALLOWANCE ATTACHED TO THE POST AND PARTICULAR DUTIES:	Leadership Spine (within range L19-23)

Teaching: Approximately 10-hour periods per fortnight

SPECIFIC RESPONSIBILITIES – SIXTH FORM

- To lead the development of the 6th Form leadership team.
- Lead on sixth form open evening.
- To oversee the day-to-day management, control and operation of the sixth form provision including effective deployment of staff and physical resources.
- To assist in the monitoring and following up student progress in liaison with the Assistant Headteacher.
- To implement the school policies and procedures.
- To work with colleagues to formulate aims, objectives and strategic plans for the sixth form which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school
- To lead and manage on sixth form funding to ensure maximum funding is achieved.
- Lead on year 12 intake throughout the year. Ensure students are informed and guided towards making appropriate course choices on entry.
- Deliver assemblies and activities that reflect the needs of the students within the sixth form, the school improvement plan and the aims and objectives of the school.
- To link with the Head of Faculty and Departments to ensure that the work in the sixth form fully reflects the school's distinctive ethos and mission.
- To ensure that Health & Safety policies and practices, including risk assessment, throughout the sixth form are in line with national requirements and are updated where necessary, therefore liaising with the school's Estate Manager.
- Lead on promoting sixth form in the community.
- Ensure policies are regularly updated in line with school and trust requirements.

CORE PURPOSE OF THE DEPUTY HEADTEACHER

- To build upon the already established high quality of education to realise the potential of all students.
- To establish a culture that promotes excellence, equality and high expectations for all students.

- To be accountable to the Governors and Headteacher in providing vision, leadership and direction for the school by ensuring that it is well managed and organised to meet its aims and targets.
- With the Headteacher and senior Leadership Team to be responsible for evaluating the school's performance and to identify the priorities that will lead to continuous improvement and raising standards.
- To ensure equality for all.
- To develop policies, practices and structures that take account of St Martin's unique ethos.
- To ensure that resources are efficiently and effectively used to achieve the school's aims and objectives and for the day-to-day management, organisation and administration of the school.

SET HIGH EXPECTATIONS WHICH INSPIRE, MOTIVATE AND CHALLENGE STUDENTS

- Establish a safe and stimulating environment for students, rooted in mutual respect
- Set goals that stretch and challenge students of all backgrounds, abilities and dispositions
- Demonstrate consistently the positive attitudes, values and behaviour which are expected of students.

MARKETING AND LIAISON

- To contribute to the school marketing and liaison activities e.g. the collection of material for press releases.
- To lead the development of effective pastoral links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of the sixth form at open days and other events in partner schools and the wider community.
- To actively promote the development of the sixth form with external agencies.

MULTI ACADEMY TRUST

To work with other schools in the Discovery Educational Trust (DET) to assist in helping to make them all outstanding schools by

Improving achievement so that it is outstanding.

- Lead on system-wide use of data; to ensure that it is fit for purpose to ensure that teaching meets the needs of all groups of students.
- Develop target setting and tracking to stretch the most and support the least able

Improving behaviour and safety of the students so that it is outstanding.

- Lead on system wide approaches to behaviour management based on the trust's underlying principle of Discipline with Dignity.
- Monitor resulting improvements in behaviour to ensure significant contributions to learning and outcomes are made.

Improving the quality of teaching so that it is outstanding.

- Lead on system wide training and coaching of staff in the delivery of outstanding lessons.
- Lead on system wide training on observing lessons led by a trained OFSTED inspector.
- Support with capability procedures for staff who do not make rapid and sustained gains in the quality of their teaching.
- Implement the trust's rigorous use of data to drive intervention strategies aimed at improving outcomes for all groups of students.

Improving the quality of leadership and management so that is outstanding.

- Ensure the leadership of the Headteachers of trust's schools are sharply focused on improving teaching and improving attainment with support from the Executive Headteacher as a School Improvement Partner.
- Market the school through the use of media to attract the best teaching staff.
- Adopt the trust policies, supported by training, to ensure staff management systems are robust and lead to the very best outcomes for the students.

NOTES

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the school at the reasonable direction of the Headteacher.

This job description does not form part of the contract of employment. It describes the way the postholder is expected and required to perform and complete the particular duties as set out in the foregoing.