



# King Edward VI Grammar School

## Deputy Head Generic Job Description

*This must be read alongside the Leadership Schematic*

### The Leadership Team

King Edward's is run by a leadership team with a clear division between macro and micro responsibilities. Leadership of the operational life of the school and the management teams that achieve this is the core focus of the Deputy Heads. There are three equal Deputy Headteachers: Pastoral, Academic, and Operations & Logistics. There is no senior deputy role as the aim is for the Head and his Deputies to work closely together in a collegiate fashion. In addition to the Deputy Headteachers the SLT also includes the Finance and Business Development Director.

### The role of the Deputy Head

The Deputy Heads are expected to take a full and active part in all aspects of the life of the school acting as a role model to others: both staff and pupils. This generic job description is not intended to be a check list of tasks to be completed and those who seek this type of role will ultimately be disappointed. The specific roles for each of the Deputy Head's are attached below but the generic expectations of a Deputy Head at King Edward's are detailed below:

- Act as professional leadership role model to pupils and staff modelling best practice at all times.
- Represent the school, and when necessary the Head, at school events, functions, and meetings both internal and external.
- Be an active presence around the school site to ensure the maintenance of high standards of discipline and behaviour amongst pupils.
- Be responsible for a zone of the school and a team of staff and Sixth Form prefects. The Deputy Head will be expected to take responsibility for *all aspects* (appearance, health and safety, behaviour of pupils.etc) of his/her zone of the school and will be responsible for the organisation of duties for his/her team.
- Undertake continuing professional development to further their personal development and where appropriate prepare for Headship by following the NCSL NPQH course.
- The Deputies at King Edward's and their teams - *the Directors Group; Heads of Department; Heads of Years, Pastoral, SEND, Welfare, and Academic Support teams* - are solely responsible for the day to day running and operations of the life of the school.
- The Deputies at King Edward's are also involved in all aspects of strategic planning alongside the Head and Governors. They will each be allocated a specific Governing Body sub-committee to report to and through the Head will be actively involved in strategic planning for their specific area and for the wider life of the school including taking responsibility for a specific section of the School Development Plan and SEF: Deputies are expected to take the lead on researching, and developing their own Action Plan and SEF for their area.

- The generic job description is not intended to be exhaustive but rather identifies the key areas of responsibility that Deputies are expected to be involved in. All Deputies will be encouraged to develop team working with other members of staff and to delegate wherever possible.
- To line manage/mentor as part of the school's quality assurance process the head/s of a faculty or faculties as directed by the Head.
- To line manage others related to the specific role as directed by the Head.
- Ultimately the Deputy Head is responsible directly to the Head and is required to undertake whatever *reasonable* tasks the Head may need him or her to do in order to further the development of both the school and the Deputy Head.
- In keeping with the school's ethos the Deputy Head is expected to encourage excellence in all of his/her charges, supporting and nurturing them in order that they may excel.
- Full details of the role and teams linked to each Deputy Head can be seen by reviewing the Leadership Schematic which provides an overview of the scale and scope of the school's leadership structure, supporting teams and overall focus for each post.

### **Benefits**

The Deputy Head positions at King Edward's attract the following benefits:

1. Salary on the Leadership Scale between L14 - L19
2. A high degree of authority and autonomy to take charge and lead a significant area of the life of the school both operationally and strategically.
3. A teaching commitment of no more than 25% of a normal [43/50] timetable.
4. Administrative support from the Head's PA and/or a dedicated member/s of the support team.
5. Entitlement to complete the NPQH with assistance and support from the school.
6. Membership of the Teacher's Pension Scheme.
7. The school holds membership of the Education Support Charity's Employee Assistance Scheme which provides all staff with access to 24/7 advice, welfare, and wellness support. This provision also extends to spouses and children aged over 18.
8. A flexible, family, friendly approach to routine appointments, events and other family associated matters.
9. A reflective, hands off, coaching and mentoring approach to leadership and professional development to promote and support the independent leadership of each Deputy's individual area.
10. Access to broader coaching and mentoring in preparation for Headship.

## **Deputy Head Pastoral - SENDCO and DSL**

- Responsible for the leadership of all pastoral and safeguarding aspects of the life of the school. This to be achieved by:
  - Providing leadership of the schools pastoral and welfare support teams and their team leaders, including the Director of Student Intervention and Student Progress Leaders [HOYs]
  - Working with these team leaders to evaluate the existing position of the school's pastoral provision, identifying areas for improvement and then producing a three-year pastoral development plan as part of the school's wider development planning process.
  - Working with the team leaders to coach, mentor and support them in their day to day management of the pastoral life of the school.
  - Working with external agencies to ensure that students are safe, that safeguarding concerns are dealt with appropriately and accelerated out to external agencies where necessary.
  - Working with the Head, Head's PA and Safeguarding Governor to have joint oversight with them of the school's SCR.
  - Carrying out an annual review of provision and ensuring that students across the school are receiving a high quality of pastoral care and that SEND and PP students are being effectively supported through appropriate spending plans.
  - Carrying out all other necessary functions linked to the leadership of the Pastoral life of the school as determined by the Head.

## **Deputy Head Academic - Digital Development and Learning**

- Responsible for the leadership of all aspects of the Academic life of the school. This to be achieved by:
  - Working closely with the Head to lead the school's Directors Group in a collegiate fashion and to also work with other Heads of Department and Academic leaders.
  - Working with these Directors and HODs to evaluate the existing position of the school's overall Quality of Education, identifying areas for improvement and then producing a three-year academic development plan as part of the school's wider development planning process.
  - As part of this planning process identify appropriate research and development strands that Tier 1 Directors can lead on as completer finishers to take on full responsibility for a specific strand. Ensuring that appropriate action research groups are created to help these Directors in their wider whole school role.
  - Working with the Directors to coach, mentor and support them in their day to day management of the academic life of the school ensuring that they are fulfilling their core role to manage and monitor the quality of education in their subject area.
  - Working collaboratively with the Deputy Head Pastoral and Deputy Head Logistics and Operations to provide support, advice, information and guidance where their areas overlap and require joint coordination.

- Leading the overall Digital Development of the life of the school, being responsible for working closely with the Headmaster, Directors, IT Team and others to implement the school's Digital Development Plan.
- Identifying external Digital Partners and provide targeted digital CPD to help staff make a positive transition towards a new Digital Pedagogy.
- Working with Directors and other to provide leadership of the school's Professional Development work with a specific focus on developing the school's internal teachers for teacher programme, whilst identifying appropriate external support and provision that ensures that CPD makes an effective contribution to raising student progress.
- Carrying out all other necessary functions linked to the leadership of the Academic life of the school as determined by the Head.

### **Deputy Head – Logistics, Operations & Co-Curricular**

- Responsible for the leadership of all aspects of the operational and co-curricular life of the school. This to be achieved by:
  - Working closely with the various operations and logistics team leaders, including the school's Virtual Data Manager, Director of Sport and Adventure and Heads of House to evaluate the school current operational and co-curricular position.
  - From this identify areas for improvement and then produce a three-year operational and co-curricular development plan as part of the school's wider development planning process.
  - Working with the team leaders to coach, mentor and 'support them in their day to day management of the operational and co-curricular life of the school.
  - Working closely with the Headmaster, Deputy Head Academic, Virtual Data Manager and Finance Director to help produce the schools Timetable, including the schools options processes at Y8 and Y11.
  - Ensuring that the school's co-curricular offer is comprehensive, well structured and incorporates a return to the school's heritage of trips and visits both domestic and international.
  - Working closely with the Headmaster, Governors and the Facilities manager to lead the schools Building Development plans and Strategic Site Plan, supporting them in the overall fundraising of CIF bids and bidding to other charitable organisations.
  - Working with the Headmaster, Governors, the Finance Director, Facilities Manager, the school's external project managers and other agencies to assist with the overall planning application processes and overall implementation of the build processes.
  - Working collaboratively with the Deputy Head Pastoral and Deputy Head Logistics and Operations to provide support, advice, information and guidance where their areas overlap and require joint coordination.
  - Carrying out all other necessary functions linked to the leadership of the Operational and Co-Curricular life of the school as determined by the Head.