

Belmont Park School

Job Description: Deputy Head teacher

Responsible to: Headteacher

Main purpose of the job:

- To take responsibility for the leadership of the school in the absence of the Head teacher.
- To carry out the duties of this post in line with the remit outlined in the current School Teachers' Pay and conditions Document including conditions of employment for Headteachers' and the school policies and procedures.
- To work with the Headteacher and Local Governing Body to provide vision and strategic leadership which inspires and motivates students, staff and all other members of the school community.

Responsibilities:

Under the direction of the Headteacher, the Deputy Headteacher will:

- A. Have and promote a clear understanding of the vision, aim and ethos of the school and an awareness of its role in the wider educational offer in Waltham Forest.
- B. Work with the staff and play a key role in ensuring that the school continues to strive for sustained school improvement which will improve the life chances of Belmont Park students.
- C. Work with the staff to create a learning culture which enables students to become effective independent learners committed to life-long learning.
- D. Contribute to the wider educational system in Waltham Forest engaging with local schools to share expertise and training to increase the capacity to ensure that Waltham Forest residents maintain their placement in local schools.

Specific Duties

- A. To lead on key areas of school evaluation and to contribute to the creation and evaluation of the School Development Plan.
- B. To lead and be responsible for the continuous improvement of the standards of teaching, learning and assessment including delivering high quality training which contributes to the ongoing CPD for staff at all levels.
- C. To work with the Head teacher and Bursar to ensure that the management, finance and administration supports its vision and aims.
- D. To lead on the schools curriculum and data collection and analysis.
- E. To lead on work related learning.

Additional Duties

- A. Line manage the teaching staff to ensure that the school continues to set inspirational targets for students which ensures high standards of academic progress and personal development.

General Duties

- A. Be aware of and respect all children's religious beliefs and cultures.
- B. Maintain confidentiality and professional conduct at all times.
- C. Support, promote and comply with decisions and policies agreed by the Leadership Team, the local governing body and Board of Directors.
- D. Support Senior staff to formulate the School Development Plan and policies in all areas of school life.
- E. Actively organise and participate in activities connected with the school.

- F. Develop effective professional working relationships with colleagues, and always maintain appropriate professional boundaries in relationships with children and work colleagues.
- G. Develop own professional knowledge, skills and understanding through active participation at meetings and training.

Safeguarding Children

In accordance with the school's commitment to follow and adhere to the Department for Education's guidance entitled "Keeping Children Safe in Education 2015" and "Safeguarding Children and Young Vulnerable Adults Policy 2015" and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the school. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, and exercise sound professional judgement which always focuses upon the best interests of the students and the school.

You are required to know and comply with the DfE document 'Guidance for Safer Working Practice for Adults who work with Children and Young People October 2015'. You are required to have satisfactory Enhanced DBS clearance with barred list information. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the school and uphold public trust and confidence at all times.

Confidentiality

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Belmont Park School, or to the health and personal affairs of pupils and staff. Under no circumstance should such information be divulged or passed on to any unauthorised person or organisation and you will be required to know when or what information can be shared and in what circumstances it is appropriate to do so.

Data Protection

During the course of your employment you will have access to data and personal information that must be processed in accordance with terms and conditions of the Data Protection Act 1984 and are properly applied to pupil, staff and school business/information.

Freedom of Information

The post holder must be aware that the public could, in theory request any information held by the school, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the School's policies and procedures.

Smoking/Intoxicants Policy

No smoking or intoxicants are permitted in any part of the premises or ground managed, leased or owned by Belmont Park School. No smoking or intoxicants are permitted in any school vehicles or in any vehicle parked on any school premises. Smoking of any product and the consumption of alcohol are strictly forbidden.

