

MAGDALEN COLLEGE SCHOOL

***We are committed to the protection and safety of our students
and expect all staff to share this commitment.***

JOB DESCRIPTION

Please note that these responsibilities will be apportioned between the DHT (pastoral) and the AHT (pastoral) in consultation with the successful candidate.

Post Title	Deputy Headteacher
Name of staff member	
Purpose	To contribute to the strategic leadership of the school
Reporting to	Headteacher
Individual Responsibilities	<ol style="list-style-type: none"> 1. To take responsibility for all child protection concerns, in accordance with the school's policy, as the school's principal Designated Safeguarding Lead. 2. To ensure high standards of behaviour of pupils are achieved throughout the school, in lessons and in unstructured time. 3. To lead the provision to support pupils' personal development, including leadership of the assembly and tutor programmes for years 7 – 13, the Magdalen Diploma and student leadership programme. 4. To ensure high levels of attendance of all pupils in years 7 – 13 5. To ensure high quality pastoral support is provided 6. To provide high quality support for vulnerable pupils, including those who are disadvantaged and those with SEND, Looked after Children 7. To lead the school's provision to support mental health of pupils 8. To ensure an inclusive and non-discriminatory ethos throughout the school 9. To lead the programme of information events for parents in years 7 - 13 10. To lead the admissions process for pupils into year 7 and in-year admissions for years 7 - 13 11. To ensure transition arrangements for KS2 to KS3, and KS4 to 5, are in place.
Line management responsibilities	<p>To line manage:</p> <ul style="list-style-type: none"> • Assistant head (pastoral) • Leaders of learning for Years 7-11

	<ul style="list-style-type: none"> • Director of sixth form • Pastoral Support Manager • Lunchtime supervisor manager • Head of Inclusion faculty & SENCO
Policies	<p>To lead the review, implementation and monitoring of the following policies:</p> <ul style="list-style-type: none"> • Child protection • Attendance • Behaviour • Uniform • SEND • Home-School Agreement • Equalities policy
Leadership Group Responsibilities	<ol style="list-style-type: none"> 1. To contribute to strategic leadership of the school, including the formulation of school's aims and the school improvement plan 2. To contribute to the monitoring of the quality of provision against the school improvement plan and implementation of school policies 3. To provide governors with regular updates on progress against school improvement priorities and the implementation of school policies, through written reports and attendance at relevant committees and full governing body meetings. 4. To maintain a high visibility around the school to support the effective implementation of school policies and provide support for staff, as necessary. 5. To contribute to the recruitment of staff, as required 6. To contribute to maintaining good discipline and student support throughout the school, including "on call" and as a duty team leader. 7. To promote equal opportunities 8. To contribute to the broader education provision for pupils including through the conduct of assemblies and extended learning days 9. To ensure high quality supervision and provision for students in unstructured time. 10. To lead by example in all aspects of the school's work
Responsibilities as a classroom teacher (relates to students taught)	<ol style="list-style-type: none"> 1. To adhere to the teacher standards by: <ol style="list-style-type: none"> i. Preparing and delivering lessons which follow faculty schemes of learning and meet the needs of individual students i. Assessing, monitoring and reporting students' progress according to faculty and school policy ii. Recording and using data on students' prior and ongoing performance/learning characteristics to inform effective target setting and lesson planning and to enable students to fulfil their potential

	<ul style="list-style-type: none"> iii. Contributing to all developmental and organisational priorities within the faculty development plan iv. Sharing and supporting the whole school responsibilities for providing opportunities for the personal and social development of students v. Following all school and faculty policies and procedures vi. Ensuring team leader is kept informed of issues which could lead to student under-performance vii. Ensuring learning support staff are able to effectively fulfil their role in supporting the learning of students.
Responsibilities as a member of staff	<ol style="list-style-type: none"> 1. To ensure that the safety and welfare of all students is given priority at all times 2. To support the ethos of the school at all times and demonstrate high standards of personal and professional conduct whilst at work and otherwise 3. To ensure an appropriate individual response to whole school priorities 4. To support the personal and social development of students within the school 5. To engage actively in the Performance Management Review Process 6. To implement all school policies 7. To attend all directed time meetings 8. To pay due regard to Health and Safety in respect of all members of the school community and report matters which compromise this, appropriately.
Personal Qualities; the postholder is expected to be:	<ol style="list-style-type: none"> 1. Committed to the principles of comprehensive education and equal opportunities and specifically to the ethos of Magdalen College School 2. Committed to ensuring the safety and welfare of all students at all times 3. Prepared to teach across the age and ability range 4. Committed to team work within all aspects of the school 5. Proactive in terms of furthering their professional knowledge and skills 6. Punctual for all commitments 7. Professional in the way that they carry out all aspects of their role and in their relationships with all members of the school community.

Job description agreed (signed)

.....Staff member

.....Headteacher

.....Date