



THE LONDON NAUTICAL SCHOOL

JOB DESCRIPTION

FROM: SEPTEMBER 2020

JOB TITLE: DEPUTY HEADTEACHER

SALARY RANGE: L17 - L21

STATUS OF THE POST

This is a senior post within the schools staffing structure, which carries with it membership of the Leadership Group. This post holder is accountable to the Headteacher. This post holder is to deputise for the Headteacher in his absence. As Deputy Headteacher, you will be required to meet the general requirements of this post as specified in the School Teachers' Pay and Conditions Document. In addition, you will be required to fulfil any reasonable expectations from the Headteacher.

Job Purpose

- To provide leadership, development and management of the teaching and learning of all pupils; to teach all pupils within the school, to take a lead role in the monitoring and evaluation of standards across the whole school and to be a leading professional actively promoting effective teaching and learning practices across the school
- The post will require you to work in partnership with the Headteacher, governors and staff to ensure the continuous improvement of the school
- The post holder is responsible to the Headteacher in all matters
- The post holder is also expected to interact and lead colleagues on a professional level in order to promote a mutual understanding of the schools vision and values. In particular to support the nautical ethos and culture of the school.
- The post holder will be expected to network and liaise across the range of external providers, schools, community and coordinator networks, to ensure a consistency of approach regarding standards, support, transition and high quality learning and teaching

DUTIES & RESPONSIBILITIES

Areas of Responsibility and Key Tasks

Shaping the Future

- Support the Headteacher and governors in shaping and realising a vision for the future of the school; demonstrating inspirational leadership and creativity. In particular with regard to the nautical ambitions of the school
- Play a leading role in the school improvement process, taking account of the agreed priorities of the school and how these link with National and local initiatives
- Contribute to the identification of key areas of strength and weakness in the school.
- Work to a high standard in implementing agreed policies, priorities and expectations, so as to set a good example to other colleagues
- Promote a culture of teamwork, in which views of all members of the school community are valued and taken into account
- Contribute to the self-evaluation of the school
- Share responsibility for the analysis of key school performance data, to ensure priorities are appropriate and improvement in standards is promoted

Over 100 years of Nautical Education

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Curriculum Teaching and Learning

- Take responsibility for the development of an effective curriculum which meets the needs of pupils within the statutory frameworks and the resources available
- Provide training for staff on effective teaching and learning.
- Ensure that the Nautical sphere of the curriculum is developed according to the school's historic and strategic vision
- Promote the active involvement of pupils in their own learning
- Contribute to target setting; including statutory procedures and targets for individuals and groups throughout the school.
- Support strategies to promote high standards of behaviour
- Contribute to the development of a broad and rich curriculum which meets the needs of the range of pupils in the school
- Support the development of an effective assessment framework
- Promote the use of ICT to enhance and extend pupils learning
- Lead on the monitoring and development of classroom practice to ensure outstanding levels of learning.

Staff and Pupils

- Promote and safeguard the safety and welfare of children and young people
- Contribute to the creation of a positive school ethos, in which every individual is treated with dignity and respect and the safety and welfare of children and young people is paramount
- Support the development of collaborative approaches to learning within the school and beyond
- Support the induction of staff new to the school
- Set high expectations for your own performance and that of others
- Engage in relevant professional development activity as necessary
- Provide support for colleagues in improving their classroom practice

School Management and Organisation

- Contribute to a regular review of the organisation of the school to ensure it meets statutory requirements
- Develop action plans in specified areas of responsibility, in order to bring about improvements
- Contribute to the planning process for the distribution of resources, to ensure they meet the schools identified priorities
- Contribute to regular evaluation of the impact of the use of resources in relation to the quality of education of the pupils and value for money

Securing Accountability

- Support the Governing Body in meeting its responsibility to account for the performance of the school
- Work alongside the Headteacher to secure improvement through Appraisal; take responsibility for the appraisal of identified staff
- Support staff in understanding their own accountability. Use a range of data sources to set realistic yet challenging targets for pupils, analysing outcomes for individuals and groups; use this information to implement appropriate curriculum pathways and intervention programmes
- Contribute to the reporting of the performance of the school to parents, carers, governors and other key partners as necessary

Community

- Contribute to the development of the school as a “hub” within the community and the national leader in nautical education strengthening partnerships with other schools, business partners, services and within the nautical world
- Have an understanding of the diversity of the school community
- Contribute to policies and practices which promote equality of opportunity, tackle prejudice and promote universal human values.
- Contribute to the development of a curriculum which provides pupils with opportunities to enhance their learning within the wider community
- Promote and model good relationships with parents, which are based on partnerships to support and improve pupils’ achievement

Other

- To have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality
- Perform any reasonable duties as requested by the headteacher

Note

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

Data Protection

It is essential when working with computerised systems that you are completely aware of their responsibilities at all times under the Data protection Act 2018 for the security, accuracy, and significance of personal data held on such systems.

Equal Opportunities

To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

Health and Safety

Employees are required to work in compliance with the School’s Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties they come into contact, such as members of the public, in premises or sites controlled by the school.

In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals.

Safeguarding

To have a due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority.

SECTION E:	Signatures – Job Description discussed and agreed
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Signature of Post holder		Date	
Signature of Line Manager		Date	