



White Spire School
Rickley Lane, Bletchley, Milton Keynes, MK3 6EW.
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www.whitespireschool.org.uk
Telephone 01908 373266

Headteacher: Mr Finlay Douglas

Appointment: Deputy Headteacher
Salary: L19 - L23

1. PURPOSE OF THE JOB

- To assist the Head in all aspects of leading and managing the school
- To develop significant whole school areas to an outstanding level
- To deputise for the Headteacher in their absence

DUTIES

The duties outlined in this Job Description are in addition to those covered by the latest School Teachers' Pay and Conditions Document and the Class teacher Job Description

2. KEY RESPONSIBILITIES

- To further the aims of the school and support the Headteacher in ensuring the vision of the school is communicated and clarified
- To monitor effectiveness of the school including curriculum, pastoral and personnel issues
- Be a leading member of the school's Senior Leadership Team
- To work with the Headteacher, governing body and others to develop the school's vision, establish and maintain a culture and ethos that promotes effective collaboration, excellence, equality and high expectations of all pupils and staff
- To be responsible and lead Continuing Professional Development, throughout the school. This includes management of courses and mentoring and induction of staff

3. Responsibilities & Roles

- To articulate and model the school's vision and strategic direction, developing and implementing coherent operation plans which promote and sustain continuous school improvement
- Leading specific initiatives and co-ordinating development programmes to ensure the school promotes and achieves the highest standards of learning and teaching
- Embedding ambition and driving improvement, specifically within line managed faculties/teams and across areas of responsibility
- Being accountable for the progress line managed faculties/teams make towards meeting the school's statutory targets and strategic objectives for pupil performance
- Ensure statutory deadlines are met in relation to statutory assessments and exam entrance. To evaluate the performance of pupil progress and school performance
- Drafting workplace policies, procedures and practice, ensuring they take account of statutory requirements and/or national and local priorities and promoting collective responsibilities for their implementation
- Preparing reports for Governors meetings
- Identifying opportunities, with the Headteacher, to further involve parents, carers, community figures, business and other organisations to enhance and enrich pupils experiences
- Sharing the school's vision and values and building these into daily practice including the delivery of assemblies and other opportunities for celebrating achievement and inform progress.
- Encouraging participation in and organising enrichment, cross and extra-curricular activities appropriate to extending learning, including supporting those in his/her line managed faculties/teams
- To ensure that the welfare of pupils is safeguarded and manage any issues or concerns as they arise

4. Personal Growth and Development

- To manage your own time effectively, by delegating tasks and developing leadership qualities in other staff and ensure you expand your own skills through CPD
- Contribute to the recruitment, induction and professional development of the school's workforce to achieve the school's vision and goals
- Support equal opportunities for all members of the school's community regardless of gender, ethnicity, religion, sexuality or disability
- Implementing clear, consistent and effective performance management process within line managed faculties/teams and challenging underperformance at all levels and ensuring corrective action and follow up is provided accordingly
- Managing own workload and that of others to allow an appropriate work/life balance

5. REVIEW OF DUTIES

The specific duties of a Deputy head are, within the framework of this job description, subject to annual review and may, after discussion with the post holder, be changed.