



GREENSIDE & GRIFFIN FEDERATION



## GGL Federation Deputy Head Job description

<b>Post:</b>	Deputy Head and Class Teacher (as appropriate)
<b>Salary &amp; grade:</b>	L6-L12
<b>Line Manager/ Appraiser:</b>	Executive Head (or Head of School)
<b>Accountable to:</b>	Executive Head of Federation and Local Governing Body
<b>Staff Responsibilities:</b>	To be negotiated

The range of duties and responsibilities for the post of Deputy Head is contained in the School Teachers' Pay and Condition Document

This post is initially based at Griffin and thereafter across Greenside &/or Griffin.

### **Key Responsibilities**

To assist the Head of School/ Executive Head in leading, organizing and managing the school with the aim of raising attainment and accelerating the progress of all students. To undertake any professional duty delegated by the Executive Head.

The Deputy Head will be expected to work independently as well as in close partnership with the Head of School, Executive Head and Governors. The Deputy Head will have delegated responsibilities to lead a Key Stage and school wide initiatives.

This will be in addition to carrying out the professional duties of a class teacher.

They will also work as part of the GGL Federation Leadership Group and contribute to learning across The Elliot Foundation.

### **Areas to be negotiated**

- To set exemplary standards as a class teacher providing a role model for all staff in both classroom practice and in implementing all school policies
- To be responsible for monitoring and evaluating the quality of teaching and student progress and achievement ensuring high standards are attained by staff and that all students fulfill their potential.
- To plan and deliver effective and inspirational CPD on teaching and learning as required.
- To jointly lead the whole staff team in developing further a strong learning culture that has high expectations of work and behaviour
- To lead a Key Stage and subject area(s) as agreed
- To promote our Creative International Baccalaureate Curriculum across the school
- To monitor, support and challenge teachers, to develop outstanding practice in teaching & learning.
- To deputize for the Head of School in her/ his absence
- To assume responsibility for key budget areas
- To work effectively in the Leadership Group making a major contribution to the work and ethos of Griffin and the GGL Federation.
- To support staff in setting and achieving challenging targets for all students and meeting/ exceeding these
- To lead aspects of School Self-evaluation and review through School Improvement
- To be flexible and adaptable, willing to develop and learn as appropriate and to be prepared to lead a diverse range of responsibilities as the needs of the school develop, change and evolve

- To successfully contribute to the development of the school as a strong and cohesive community that serves the needs of all our students, parents/ carers, staff, Governors and the wider public.
- To support and develop equal opportunities for all members of the school community
- To develop programmes and projects with other school and education partners

Specific Responsibilities – January - to be negotiated - to include:

- Line Manage Key Stage 1 - curriculum, students & staff
- Line Manage Leaders with responsibilities
- Lead Curriculum
- Lead all aspects of (an area to be agreed)
- Safeguarding: To assume the role of a designated Child Protection Officer within Griffin.

**Other Duties**

- To undertake any other reasonable duties that may be required from time to time commensurate with the post of Deputy Head including representing or standing in for the Head of School/ Executive Head as needed.

The Local Governing Body expects all employees to have a full commitment to the equal opportunities policy (GGL and TEF) and an acceptance of personal responsibility for its practical application. All employees are required to comply with, and promote, the policy and to ensure that discrimination is eliminated within the service to the students and their parents/ carers.

Griffin is committed to the safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS disclosure will be requested for the successful candidate in accordance with Safeguarding Children, Keeping Children Safe in Education and Safer Recruitment in Education legislation

**Review**

This job description is not exclusive and may be amended from time to time by agreement between the Executive Head and the member of staff. The job description will be reviewed annually by agreement between the Executive Head and the member of staff.

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organization and may change either as your contract changes or as the organization of Griffin is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but will be reviewed annually.

Signature of Deputy Head:

Date:

Signature of Executive Head:

Date:

Signature of Chair of Governors:

Date: