

ROSEMEAD PREPARATORY SCHOOL

Job Profile – Deputy Head

Job Context

Rosemead is a non-denominational Pre-preparatory and Preparatory School with approximately 335 children on roll (expected to rise to 355 in September 2012).

Rosemead's Mission Statement is

1. To provide an equal opportunity for each child to reach their full potential by:
 - a. motivating children in a stimulating learning environment to attain high standards of achievement academically, creatively and physically
 - b. providing a safe, positive and happy learning environment in which children develop self esteem, self discipline, high standards of social and moral behaviour, multicultural and multiethnic awareness
 - c. catering for children's individual needs and abilities
2. To prepare each child for successful entry to the best possible senior school.

This profile recognises the requirements of the school's current pay and conditions regulations and reflects the aims and policies established by the governors and staff of the school.

Job Title: **Deputy Head**
Working on a senior leadership team of approximately 4

Responsible for: **Working with teachers, support staff and all playground supervisors.**

Responsible to: **Headmaster** (Team Leader)

Job Purpose:

In partnership with the Headmaster to provide vision and leadership for the school, creating, maintaining and developing conditions, which enable effective learning. To ensure that the aims of the school are implemented in accordance with the policies of the governing body so that the school's mission is fulfilled.

- To work with the Headmaster to determine the vision, philosophy and direction of the school
- To work with the Headmaster to raise standards throughout the school.
- To support the Headmaster in the day to day management of the school
- To support the Headmaster in the pastoral care of the staff and children
- To be a Team Leader for Performance Management
- To co-ordinate the whole school curriculum map
- To work with the Headmaster to manage and co-ordinate the Continuing Professional Development programme.
- To provide for the learning experiences of children in accordance with whole school policies.
- To work with the Head of Pre-Prep to develop the whole school timetable.

Duties and Key Accountabilities:

As stated in the School's Pay and Conditions document plus:

1. Accountable with the Headmaster for determining the vision, philosophy, aims and policies of the whole school.
 - To meet regularly with the Headmaster and Head of Pre-Prep to determine these and to promote them on a day-to-day basis.
 - To work with the Headmaster, staff and governors in the formulation of the School's Strategic Plan, the School Development Plan and other policies.
 - To meet regularly with the Headmaster to monitor the progress of the above.

2. Accountable with the Headmaster for raising standards throughout the school.
 - To take the lead in developing teaching and learning styles throughout the school, which promotes consistency in teaching methods and high attainment in children's work.
 - To take the lead in the school's assessment, tracking and target setting procedures, in order to ensure children's best possible progress.
3. Accountable for the day-to-day management of the school in partnership with, and in the absence of, the Headmaster.
 - To act as a key member of the senior leadership team and to lead Prep meetings in the absence of the Headmaster.
 - To devise, monitor and ensure effective implementation of timetables and duty rotas.
 - To support staff in the management of children's behaviour and maintain the Behaviour Book.
 - To establish and maintain regular communication between the Headmaster and staff, at all levels.
 - To co-ordinate the work of the Key Phase Co-ordinators and to attend meetings as required.
4. Accountable with the Headmaster for the pastoral care of the staff and children.
 - To monitor and all pastoral issues
 - To develop trusting relationships with colleagues.
 - To establish a climate in which children, parents, staff and governors feel valued and have the confidence to share concerns and problems.
 - To promote good relationships between all teaching and support staff.
 - To give time to listening and supporting staff.
 - To lead assemblies, as agreed with the Headmaster, within the Collective Worship Policy.
 - To take responsibility for, and provide guidance to, the School Council.
5. Accountable as a Team Leader for Performance Management
 - To meet with all team members and implement the full responsibilities of a Performance Management Team Leader.
 - To ensure that all team members receive the necessary training and support to meet their objectives.
6. Accountable for the co-ordination of the whole school curriculum map.
 - To oversee the management of the whole curriculum, to include the national curriculum.
 - To determine in consultation with the whole staff the elements and order of the curriculum map.
 - To lead the annual review and evaluation of the curriculum map.
7. Accountable, with the Head of Pre Prep, for the co-ordination of the Continuing Professional Development (CPD) programme.
 - To liaise with the Headmaster and Team Leaders to meet the in-service needs of staff following the outcomes of the Performance Management cycle
 - To ensure, with the Head of Pre Prep, that staff are kept informed of available in-service training on offer.
 - To ensure that the induction of NQTs is carried out in accordance with ISTip guidance.
 - To lead staff INSET as agreed within the School Development Plan.
 - To guide and encourage staff development and ensure that all staff keep a CPD folder.
 - To ensure, with the Head of Pre Prep, that the Staff Handbook is updated annually and that staff are informed of updates.
 - To co-ordinate work experience opportunities.
 - To co-ordinate the induction of all new staff and parent helpers.
 - To co-ordinate the work of parent helpers.
8. Accountable for a class.
 - To implement the school's aims and policy for teaching and learning.
 - To carry out the responsibilities of a classteacher as set out in the Staff Handbook.
 - To inform the Child Protection Officer of any suspected cases of abuse.
 - To complete an appropriate level of Child Protection training

9. Accountable for overseeing the school's website

- To manage and update the school's website to ensure information is up-to-date and correct at all times.
- To liaise with the Headmaster, Head of Pre Prep and Phase Co-ordinators to maintain up-to-date information.