

# St Michael's Church of England High School

*A Church of England Academy*

**Job Title:** Associate Deputy Headteacher

**Responsible to:** Headteacher

## **Core purpose**

To work with the Headteacher and Senior Leadership Team in creating, inspiring and embodying the Christian ethos of the Church of England Academy, securing its mission statement with all members of the school community and ensuring an environment for learning and teaching that empowers both staff and pupils to flourish and grow in body, mind and spirit.

## **General Responsibilities:**

The Associate Deputy Headteacher will:

- undertake any professional duties reasonably delegated to him/her by the Headteacher.
- deputise for the Headteacher in their absence, including taking responsibility for the day-to-day leadership, decision-making and safeguarding oversight of the school.
- support fully the Christian ethos of the school, leading worship and modelling faith in action through their leadership and relationships.
- promote opportunities for spiritual development across the school.
- lead on whole-school strategic development, supporting the Headteacher in driving a vision where every member of the community flourishes and grows in body, mind and spirit
- take strategic responsibility for safeguarding, ensuring that every pupil knows they are valued, safe and cared for within the school community.
- lead on staff development and succession planning, nurturing a reflective and aspirational staff culture.
- oversee inclusion across the school, ensuring that all pupils, including those with SEND, disadvantaged pupils and vulnerable groups, are fully supported to flourish academically, socially and spiritually.
- promote high standards of attitude and behaviour among pupils, rooted in dignity and respect and the recognition of each individual's God-given worth.
- be 'highly visible' in supporting the day to day running of the school, contributing to a calm, caring and purposeful environment in which all can thrive.
- promote good relationships between all staff and with parents, Governors, foundation parishes and the wider community, reflecting the school's strong partnership ethos.
- keep up to date with major developments in education and develop specific expertise as appropriate.
- provide line management and performance management for senior and middle leaders, ensuring accountability, professional growth and high standards of teaching and learning.
- attend and advise meetings of the Governing Body and its committees as required, presenting clear evaluations of school performance and priorities.
- work closely with external agencies, the Local Authority, Diocese and other partners to enrich provision and support the flourishing of all pupils.
- organise school events and support school functions, including those which contribute to the spiritual and communal life of the school.
- contribute to leadership through monitoring and evaluating across the school; self-evaluation and improvement planning, ensuring accurate use of performance data to secure excellence.

- take an active part in the day to day 'hands on' running of the school (e.g.duties at breaks and lunchtime.)
- ensure the continued 'pursuit of excellence' in all areas of school life, balancing high academic expectations with opportunities for personal and spiritual growth.
- oversee the quality of teaching, learning and curriculum across the school, ensuring a rich, ambitious and inclusive curriculum that supports lifelong learning and character development
- undertake a teaching commitment proportionate to their other duties.

***The applicant will be required to safeguard and promote the welfare of children and young people.***