

Generic Job Description for Members of the Senior Management Team (SMT)

The detailed job description is subject to discussions with senior managers and this can vary quite a bit, the outline structure is below, all are expected to make a significant contribution to at least the following :

1. General Management and Team Responsibilities
2. Sections of the SEF
3. Sections of the SIP
4. Monitoring and Evaluation
5. Working with Teams to Raise Achievement
6. Working with a team of curriculum representatives to develop teaching and learning.
7. Curriculum could include subject or learning cohort (Year)
8. Pupil Support, Supervision and Discipline.
9. Staff: Line management and support of a department or curriculum area in the school
10. Governors work and external relations also linking with primary and secondary schools and other agencies eg EBP.
11. The management of specialist areas :

Deputy Head Teacher: Post 16 Education

Sixth Form Curriculum

Sixth Form Discipline and Behaviour

Oversight of Sixth Form Building

CPD

Strategic Development of the Teaching School (not including Professional Tutor, ITT, NQTs etc)

Line Management All Humanities Subjects and Social Science

Deputy Head: Teaching and Learning

Curriculum Planning and Oversight of Scheduling

Teaching and Learning

Exam Analysis

KS4 Developments including Discipline and Behaviour

Line Management of ADT, ICT, SC, Data Management

Deputy Head Teacher: Resources including Learning Resources

Curriculum Planning for Performance

Staffing for Performance including Teaching and Support*

Personnel Issues (not including salaries)

Catering Line Management

Line Management EN, MA, DR

EBACC Provision KS3, 4 and 5, including school performance and improvement

Intervention EN and MA including Senior Academic Tutor Line Management and oversight of AT provision*

Assistant Head Teacher College: Specialisms

College Targets

Specialisms Curriculum

Admissions

Equal Opportunities

Line Management of MFL and BS

Assistant Head Teacher: Pastoral Care Management

Oversight of All Pastoral Care Management

External Examinations

Learning Support Unit

KS3 Developments including Discipline and Behaviour

Line Management SEN, EAL, MU, Premises Managers, Exam Officers

Extended Senior Leadership Team

Assistant Head Teacher: General SLT Duties

Enterprise and Employment

Assistant Head Teacher: General SLT Duties

P16 and KS4 Curriculum Issues

Assistant Head Teacher: General SLT Duties

Support of Curriculum Implementation (Timetable and Rooming)

Deputy Headship is considered to be preparation for headship, management responsibilities are allocated, by negotiation, with this in mind.