

## **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.*

## **Deputy Head (Teaching and Learning)**

### **Responsibilities**

- Lead and manage the 4 whole school learning observations for all teaching groups and prepare tracking and analysis based on the results of these observations. A maximum of 4 for each teacher
- Learning Observations
- KS4 Behaviour and Discipline
- KS4 Assemblies
- Line manage HoYs 10, 11
- Chair and administer KS4 Sectional meetings
- Chair and administer Teaching and Learning Working Party
- Attend Governor's Curriculum and Personnel and Full Governors meetings
- Oversee all aspects of main school DSEFs and Exam results reporting for Governors' Departmental Reviews and presentation to Governors
- Oversee all aspects of internal data, tracking entry, reporting, ARD and Parent's evenings (w/ EG)
- Oversee all aspects of external data (ROL, FFT) for main school
- Oversee external data returns (w/ Data Mgr.)
- Contribute to SEF –Attainment, Teaching and Learning
- Develop and manage Section 3 (KS4) of School Development Plan
- Line manage HoDs Science, ADT, ICT
- Chair and administer HoDs/HoYs meetings
- Line manage Data Mgr, Data Officer, Network Mgr.
- Overall responsibility for ICT infrastructure, hardware and software (w/ SW)
- Liase with Capita over all aspects of managed ICT service (w/ SW)
- Liase with Redwire over Website and updates (w/ CB)
- Oversee implementation and development of Fronter (w/AJ)
- Quality Nominee and overall responsibility for BTEC delivery, Internal verification and standards
- Overall responsibility for WRL (w/ KW)
- Overall responsibility for Work Experience
- Line manage Work Experience coordinator
- Overall responsibility for PSHE (w/ SS and FC)
- Chair and administer Car Park Working Party
- Male Return to Work interviews
- Teach Maximum of 15 hours per fortnight ie 0.3FTE
- Assessment scrutinies
- Policy development:T & L, Assessment, ICT, Reporting, Educational Visits,
- On call
- Corridor/stairs duty
- Girls' playground duty
- 1<sup>st</sup> Floor Dining Hall duty
- Girls' gate duty
- Weekly foyer duty

