



St Kenelm's School



Wenrisc Drive
Minster Lovell
Witney
Oxon OX29 0SP

T/F: 01993 775394
E: office.3125@st-kenelms.oxon.sch.uk
Headteacher: Mrs C Souch

Deputy Headteacher Job Description

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Purpose of the Role

The Deputy Headteacher will work in close partnership with the Headteacher to provide strong leadership and management across the school, this will include:

Leadership and Management

- Support the Headteacher in the strategic leadership and day-to-day management of the school
- Contribute to the development, implementation and evaluation of the School Development Plan and School Self Evaluation
- Lead by example in promoting the school's Christian vision, values and inclusive ethos
- Deputise for the Headteacher in their absence
- Lead professional development and support the appraisal process
- Build positive relationships with pupils, staff, parents, governors, the parish and external agencies
- Lead and support whole-school strategies to promote excellent attendance and punctuality, including monitoring attendance data, liaising with the Local Authority and promoting a culture where attendance is valued as part of pupils' wellbeing, belonging and achievement
- Commitment to uphold a strong safeguarding culture

Teaching and Learning

- **0.9 teaching commitment**
- Maintain high standards of teaching, learning and pupil achievement
- Lead on whole-school priorities
- Monitor, support, coach and mentor staff to improve classroom practice
- Use assessment data effectively to support pupil progress and inclusion



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Safeguarding (Deputy Designated Safeguarding Lead)

- Act as Deputy Designated Safeguarding Lead (DDSL), supporting the Designated Safeguarding Lead in ensuring robust safeguarding and child protection practices
- Take responsibility for safeguarding matters in the absence of the DSL
- Help ensure that safeguarding policies and procedures are up to date and consistently implemented
- Respond appropriately to safeguarding concerns, making referrals and working with external agencies where required
- Promote a strong culture of safeguarding and child protection across the school
- Ensure accurate, confidential record keeping related to safeguarding
- Keep up to date with safeguarding legislation, statutory guidance and local procedures

Behaviour, Inclusion and Pastoral Care

- Support high standards of behaviour, underpinned by the school's Christian values
- Promote inclusion, equality and the wellbeing of all pupils
- Work closely with families and external professionals to support vulnerable pupils
- Help ensure that SEND and pastoral systems meet the needs of pupils effectively
- Lead on attendance, supporting and working with our vulnerable pupil groups, and families

Safeguarding Statement

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake an enhanced DBS check and appropriate safeguarding training.



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