

Deputy Heads' Job Descriptions Queen Victoria School

There are three **Deputy Heads (DHs)**: **Academic**; **Pastoral and Guidance**; and **Pupil Support**. All academic members of the **Senior Management Team (SMT)** are required to live on the School Estate and are available on call outside normal School hours as part of their SMT responsibilities. The **Senior Deputy Head** role is currently taken by the Academic Deputy.

All Deputy Heads undertake the following responsibilities:

- Assisting in managing the development of the School across all areas
- Participation in the collegiate management style of the SMT
- Year Head for two year-groups [This includes monitoring of pupils' academic progress, career aspirations, pastoral and other support needs and behaviour. Liaison with HoMs, Tutors, staff and parents is an integral part of this role]
- Departmental Links and other Line Management responsibilities including Staff Reviews as appropriate and attendance at Departmental meetings when possible and when required. [DHs review the Principal Teacher / Head of Department; Principal Teachers / Heads of Department review their own Departmental Staff. Departmental Links include taking an overview of Departmental Handbooks, Departmental Development and Departmental Self Evaluation]
- Senior Management Team duties, including attendance at Chapel on six days of the week and involvement in Ceremonial and other School occasions
- A teaching commitment
- Committee membership and attendance at meetings
- Budget-holding
- Shared responsibility for Admissions procedures; for recruitment and selection of staff; and for staff induction
- Health and Safety, both collective and individual responsibilities
- Providing references for pupils and for staff as required
- Reviewing policies and keeping them up to date, as appropriate
- Such other roles and responsibilities as may from time to time be reasonably required by the Head

Wendy Bellars
Head
January 2012

Deputy Head – Pastoral and Guidance

The **Deputy Head – Pastoral and Guidance** (DH – P&G) is responsible for ensuring that Self Evaluation [formerly known as Quality Assurance] is appropriately carried out in the pastoral life of the School. His/her remit is to ensure that pastoral care and guidance at QVS are as good as they can be and that ways in which to improve these are constantly being sought, trialled and implemented.

Departmental Links:

- All Houses
- Primary
- English
- Maths

Line Manager to:

- All Housemasters/mistresses
- Deputy Heads' Secretary
- GAP Student Mentor

Counter-signatory/2nd Reporting Officer for:

- All matrons and housekeepers
- GAP students/Overseas House Assistants

Committees:

- Housemasters/mistresses' Development Group and Development Days (Chair)
- School Council (Chair)
- Catering Committee (Chair)
- Health Promoting School (Chair)
- Safety, Health, Environment and Fire
- Education and Welfare (Commissioners' Sub-committee)
- Housemasters/mistresses (Chair in Head's absence) and SMT
- Principal Teachers
- Parents' Liaison Group
- Prefects and Monitors

Budget-holder responsibilities:

- Over-all House Enhancements Budget
- Authorising payments for extra duty in Houses

Admissions:

- Sit on Admissions Board as an interviewer or assist with informal assessment, as required

Specific duties:

- Construct and maintain the School Pastoral Development plan and oversee its implementation

- Responsibility for all aspects of the School's relationship with the Care Commission [known since 2011 as SCSWIS or the Care Inspectorate], including: completing and submitting the annual return; completing the annual self-evaluation and submitting it when required; managing announced and unannounced inspections annually; constructing and overseeing the implementation of action plans resulting from inspections; regular liaison with the district Care Commission officers as required; providing updates on new or best practice at In-Service Training days for all staff
- Responsibility for all aspects of Child Protection at the School, including: being the Child Protection Coordinator; managing Child Protection issues, incidents and notifications; upkeep of Child Protection records; liaising with local Child Protection agencies; implementing advice and guidance along with training and updating staff; reviewing the Child Protection Policy and Guidelines annually; being a member of the Stirling District Council Child Protection Committee sub-group
- Over-all responsibility for Care and Welfare in the Houses, including: managing and advising on all matters relating to Care and Welfare in the School; managing absence cover in the Houses in a supervisory role; assisting with Head's Rounds in Houses; monitoring Risk Assessment files in Houses; monitoring, and consulting with Housemasters/mistresses regarding, the environment of the Houses; attending and participating in Dunblane Community Children's Partnership (DCCP)
- Assisting with the induction of GAP students/OHAs and assisting with on-going management of these, in conjunction with the GAP Student Mentor
- Construction of the Hobbies programme and overseeing its effective implementation

Mandatory Duties

- Health & Safety Personally responsible for the health, safety and welfare of all staff that may be affected by the postholder's acts and/or omissions.
- Equal Opportunities Personally responsible for equal opportunities awareness and ensuring that the postholder is aware of, and carries out, the provisions contained in the SCE Equal Opportunities policy.
- Safeguarding Children Responsible for safeguarding and promoting the welfare of children and/or vulnerable adults.

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Head
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