



THE  
**MARIST**  
**SCHOOL**  
ASCOT

The Marist School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

**Title of Role:** Deputy Head

**Reporting to:** Principal

**Line Managing:** Assistant Heads Academic and Pastoral, Heads of Departments, Co-curricular Lead, SENCO, Exams Officer and Head of Scholars.

**Purpose of Role:** To lead both Academic and Pastoral aspects and wellbeing of the Senior Phase. To play a leading role in the leadership and management of The Marist School. To play a leading role within the safeguarding team. Senior Phase substitute for the Principal in her absence.

**Status of Role:** Full Time, Permanent

**Key Tasks and Accountabilities:**

**Strategy**

- Assist the Principal and Governors in developing the School's Development Plan and translating the School's vision into agreed objectives and departmental plans.
- Support the Principal in preparing for and attending Governing body meetings as and when required.
- Take the lead and work with both the Academic and Pastoral teams to ensure ongoing innovation and development in these areas alongside appropriate policies and procedures.
- Assist the Principal with HR management, including safer recruitment processes, working in close collaboration with the Director of Operations, and Bursar.
- Ensure sound budgetary and broader financial management of the areas of responsibility.
- Via the Educational Visits Coordinator (EVC) have oversight of tours, trips and expeditions.
- Help to create a safe and healthy environment for members of the School community.

**Academic and Pastoral – Leadership and Innovation**

- Assist the Principal and the Executive Team in planning and shaping the strategy for The Marist.
- Along with the Principal, lead and develop the vision and priorities for the Senior Phase.

*Feet on the ground. Reaching for the stars.*

- Take responsibility for all aspects of the Academic and Pastoral provision for all pupils and have oversight of the Heads of Department, Heads of House, Heads of Year, form Tutors and other key staff.
- Play a leading role in School events.
- Working with the Designated Safeguarding Lead have responsibility for overseeing the safeguarding process, actions and records.
- Oversee the PSHE and Tutor Programmes to ensure continuity across all key stages.
- Ensure Behaviour for Learning is consistent throughout the Senior Phase.
- Oversee pupil voice, including attending School council and participating in the selection of Prefects and School Captain and Vice Captains.
- Oversee the monitoring of pupil attendance and the strategies put in place to improve it and ensure policy and procedures are adhered to.
- Be a presence around School, supporting and taking interest in events and activities, and being a positive role model for staff and pupils.
- Teach a percentage timetable and provide a professional model for others, clearly demonstrating effective teaching, and high standards of behaviour for learning; demonstrate personal commitment to quality and excellence.
- Regularly review the effectiveness of our Academic and Pastoral programmes.

### ***Staff Wellbeing***

- Work with the Principal to lead staff wellbeing within the school.
- Liaise with the Director of Operations on development of wellbeing through the HR function.

### ***Whole School Leadership and Management***

- Deputise for the Principal and carry out other duties for the Principal as may reasonably be required.
- Support the Principal in the strategic management of the School.
- Lead School inspections alongside the Principal and Head of Prep.
- Work with Head of Prep to support whole School development across Academic, Pastoral, co-curricular, super-curricular and scholarship programmes.
- Oversee the implementation of boarding from Yr 9-13.
- Lead on performance management alongside Head of Prep.
- Support the Principal in the recruitment, deployment, motivation and development of teaching staff to make the most effective use of their skills and experience.
- Ensure that all teachers have a clear understanding of their roles and responsibilities.
- Lead by example, providing inspiration and motivation, and embody for the pupils, staff, Governors, parents and wider community, the vision and values of our School.
- Conduct staff disciplinary/capability processes and investigations where required.
- Act as the lead for safeguarding in the Senior Phase and work closely with the Head of Prep to ensure that all safeguarding training, policies and paperwork are up to date.
- With the Director of Operations, oversee the School's response to critical incidents.

### ***Communication, Marketing and External Links***

- Support the Principal in maintaining excellent communication with parents on all School matters.
- Work closely with the School's Marketing Department and other key staff on projects that support recruitment and retention to Early Years, 11+, 13+ and VI Form.
- Participate as required in consultation processes with staff, parents, pupils and the local community.
- Participate in activities in support of the School's marketing agenda in order to retain top quality staff.

### ***Training And Development of Others***

- Responsibility for the organisation of INSET calendar alongside Head of Prep.
- Develop and maintain a culture of high expectations for all.
- Oversee the process and implementation of the School's Appraisal Programme.

### ***Professional Development***

- Regularly review own practice, set personal targets and take responsibility for own development.
- Keep up to date with current developments and emerging educational practices.
- Participate in the School's Appraisal Programme.
- Be responsible for continuous professional development and participate fully in training and development opportunities identified by the School or as developed as an outcome of the appraisal.
- Be prepared to undertake regular training in Child Protection and Safeguarding, and if applicable First Aid training, Food Handling and any other training required by the School.

### ***Ad Hoc Tasks***

- Any other tasks as may be required by the Principal or Executive Team from time to time in support of the overall activities and smooth running of the School.
- Undertake any additional training considered appropriate for the better performance of the job.

**This job description is representative and not necessarily a comprehensive definition of the post. Other reasonable duties may be allocated from time to time commensurate with the general character of this post and its scale point.**

## PERSON SPECIFICATION

		<b>Essential or Desirable</b>
<b>Knowledge and Qualifications</b>	Qualified teacher status	Essential
	Degree-level qualification	Essential
	Thorough understanding of the national curriculum and current educational legislation	Essential
	Knowledge of safeguarding, SEND, and inclusion policies	Essential
	Leadership qualification (e.g., NPQSL or NPQH)	Desirable
	Awareness of the ISI inspection framework	Desirable
<b>Experience</b>	Proven track record of successful teaching across key stages	Essential
	Previous or current middle or senior leadership role e.g. Assistant Head	Essential
	Leading on curriculum development and staff performance	Essential
	Evidence of improving pupil outcomes and School standards	Essential
	Contributing to the formulation, implementation, and evaluation of objectives for School development and improvement	Desirable
	Managing budgets, timetables, or whole-School initiatives	Desirable
	Involvement in Pastoral care and behaviour management strategies	Desirable
<b>Skills and Attributes</b>	Strong leadership and team-building skills	Essential
	Excellent communication and interpersonal abilities	Essential
	Ability to analyse data to inform strategic decisions	Essential
	Competence in managing change and driving improvement	Essential
	Skilled in mentoring, coaching, and staff development	Essential
	Confident in engaging with parents, governors, and external agencies	Essential
<b>Personal Attributes</b>	Willingness to uphold the Schools Catholic ethos and the distinctive characteristics of Marist education	Essential
	Treats people fairly, equitably and with respect to maintain the Catholic ethos and positive working relationships	Essential
	A good sense of humour and the ability to foster positive relationships with staff and parents	Desirable
	Ability to maintain trust and be highly respected by staff	Essential
	Has high expectations and shows a passionate commitment to developing the best in young people, with a relentless focus upon ensuring outstanding attainment and outcomes	Essential
	A creative and imaginative thinker who has the ability to identify innovative solutions to problems	Desirable

## **Safeguarding and Child Protection**

The responsibility of all staff in the School is to promote and safeguard the welfare of children and young persons for whom they are responsible, or with whom they come into contact by adhering to and ensuring compliance with the School's Child Protection and Safeguarding Policy at all times. If, in the course of carrying out the duties of the post, staff become aware of any actual or potential risks to the safety or welfare of children in the School, they must report any concerns to the School's Designated Safeguard Lead (DSL) or to one of the Deputy DSLs. All Marist staff must have an enhanced DBS disclosure.

## **Policies**

The School's policies and risk assessments, which are found in the central Policies & Risk Assessment Team, are reviewed at least annually and all staff should be familiar with the policies and risk assessments which apply to them and their role.

## **Health and Safety**

In accordance with the provisions of the Health and Safety at Work Act 1974 the School takes its duty to the health and safety of all staff very seriously. It is also the responsibility of all staff to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

## **Appraisal**

Staff are part of the School's appraisal scheme and will have agreed objectives for each year of service. Their Line Manager will monitor and review performance.

## **Professional Development**

The School actively supports the continuing professional development of all staff. Staff should also support their own continuous professional development including participating in training and development opportunities identified by the School.

## **Data Protection**

The Marist School processes information about its current, past or prospective staff, applicants, current, past and prospective pupils; and their parents, carers or guardians and others who are defined as data subjects under UK Data Protection law.

Anyone who works for, or acts on behalf of, the School (including staff, volunteers, governors and service providers) should also comply with the School's Data Protection Policy, which also provides information about how personal data about those individuals will be used.

The School takes the protection of all personal information extremely seriously and is committed to a policy of protecting the rights and freedoms of individuals with respect to the processing of their personal information.

## **Review and Amendment**

This job description will be reviewed regularly and may be subject to modification and amendment from time to time, and the post holder may be required to undertake additional duties, as required, by the Principal.