

DEPUTY HEADMISTRESS

Line manager:

the Headmistress

The Deputy Headmistress is expected to:

- encourage high standards in every aspect of school life
- contribute to the effective and efficient management of the School
- promote a school culture which is happy, purposeful and productive
- support and motivate students, teachers and other school employees
- encourage consultation and discussion.

The Deputy Headmistress will deputise for the Headmistress in her absence and be part of the Senior Management Team. She will support and monitor the work of the Senior Teacher and the Head of Primary. She will also be responsible, with the Headmistress, for promoting the Schools achievements at public events. She will share responsibility for the welfare of staff with other members of the SMT.

Use the links below for a more detailed job description.

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1. School Policies and Procedures

The Deputy Headmistress will:

- support the School's aims
- play a leading role in formulating the strategic direction of the School, and practices within the School, in co-operation with other members of senior management
- play a leading role in monitoring the quality of teaching and learning which takes place in the School
- make sure that good practice is recognised and valued
- produce, monitor and evaluate the School Development Plan in discussion with other members of the SMT
- ensure that school policies are carried out consistently
- make recommendations on staff professional development and training which are linked to individual and school needs through mentoring and the school development plan
- assist in the induction of new staff
- supervise staff attendance

2. The Curriculum

The Deputy Headmistress will:

- ensure that the curriculum provides each student with a balanced programme suitable for her abilities, interests and needs in discussion with other members of SMT
- liaise with HOYs and HODs about student option choices in Years 9 and 11

- take account of option choices in Years 9 and 11 and block the subjects accordingly in discussion with other members of SMT
- construct the timetable in accordance with the policies and curriculum followed by the school
- negotiate with HODs about teaching loads and the allocation of staff within departments
- allocate teaching rooms in consultation with HODs
- print and distribute copies of the timetable and update as necessary
- construct and distribute homework timetable in accordance with school policies

3. Internal Examinations

The Deputy Headmistress will:

- construct the examination timetables for all internal examinations in consultation with HODs
- construct invigilation timetables
- collect and distribute all internal examination question papers
- allocate examination rooms and make necessary room changes
- liaise with the Maintenance Supervisor about the arrangement of furniture in the examination rooms
- liaise with DLT re. arrangements for the entrance examination (for year 6 girls and late entrants)

4. External Examinations

The Deputy Headmistress will:

- oversee the arrangement of external examinations
- liaise with the GCSE and A-level examination officers
- construct invigilation timetables and draw up the weekend invigilation rota

5. Visits Outside School

The Deputy Headmistress will:

- co-ordinate visits within the UAE with the Trips Co-ordinator and the Primary School

6. School Events

The Deputy Headmistress will:

- oversee the organisation of events to which guests are to be invited; these include: open days, productions, concerts and recitals, swimming galas, prize giving and other events which are organised during the school year
- send letters to parents (and other guests) publicising the arrangements for these events
- liaise with the Headmistress and organisers of events as and when necessary
- provide the Headmistress with feedback after each event
- review the organisation of events on a regular basis and provide an opportunity for staff to make suggestions for alterations and improvements

7. Parents' Evenings

The Deputy Headmistress will:

- liaise with the teacher responsible for Parents Evenings
- collect feedback from parents, liaise with HOYs and make sure that effective action is taken in response

8. Staff Duties

The Deputy Headmistress will:

- construct and publicise the duty rota
- review the job specifications for staff duties and ensure that they are carried out effectively
- construct and publicise supervision rota
- organise after-school detentions and arrange for staff to cover detentions on a rota basis

9. Year 12 Induction Programme

The Deputy Headmistress will:

- liaise with the Head of Year 12/13 regarding the organisation of the induction for new Year 12

students

10. Clubs and Extra-Curricular Activities

The Deputy Headmistress will:

- liaise with the Heads of Departments about the range of clubs offered and their timings
- be responsible for encouraging extra-curricular activities and ensure that extra-curricular activities are appropriate to the needs of the students
- construct a timetable for extra-curricular activities

11. Media Resources / Photocopy

The Deputy Headmistress will:

- set budgets for photocopying with HODs. Negotiate increases where necessary
- countersign all requests for film copying, colour copying, audio cassettes and DVDs

12. Maintenance

The Deputy Headmistress will:

- oversee all requests for maintenance, repairs, decorating with MJD/MKS.

13. Staff Room

The Deputy Headmistress will:

- assign staff desks and keep area in good decorative order.

14. Kitchen

The Deputy Headmistress will:

- oversee all menus and requests for food
- discuss and countersign any requests for food from staff (not trips)

15. Induction of New Staff

The Deputy Headmistress will:

- be jointly responsible with the Headmistress and the Senior Teacher for the induction of new staff
- be jointly responsible with the Headmistress for the welfare of new staff

16. School Transport

The Deputy Headmistress will:

- make sure that the students are aware of the code of conduct for travelling on school buses and the consequences for unsuitable behaviour
- liaise with HOYs and matron regarding reported incidents of unacceptable behaviour
- appoint bus monitors in conjunction with matron and HOYs
- encourage the more effective use of bus monitors

17. Detentions

The Deputy Headmistress will:

- draw up procedures for putting students into lunch hour and after school detentions
- follow up with HOYs, students and parents persistent offenders.

18. Staff Cover

The Deputy Headmistress will:

- keep a register of attendance and take responsibility for ensuring that VAW receives sick notes
- provide cover for absent staff daily
- construct and publicise the cover rota.

19. Staff Briefing

The Deputy Headmistress will:

- collate and publicise a weekly briefing for staff and students.

20. Other Responsibilities

The Deputy Headmistress will:

- carry out such other responsibilities as the Headmistress may from time to time reasonably require both during term-time and in the school holidays.