

**Longdon Hall School**

**JOB DESCRIPTION: Deputy Headteacher (Head of Operations)**

**Reports To: Headteacher**

**Review and Amendment:**

This job description will be reviewed annually and may be subject to modification and amendment following consultation between the Headteacher and the post holder.

**Purpose of Job:**

As the Deputy Headteacher (Head of Operations) at Longdon Hall School, you will play a crucial role in ensuring the smooth and efficient functioning of all operational aspects within the school. You will oversee various departments and teams to ensure alignment with the school's mission and objectives. The ideal candidate will have a strong background in operations management, excellent leadership skills, and a passion for education.

**General Responsibilities:**

*In fulfilling the requirements of the post, the post holder will demonstrate essential professional characteristics, and in particular will:*

* Strategic Planning: Develop and implement strategic plans to optimise operational efficiency and support the school's long-term goals.
* Facilities Management: Support the maintenance and upkeep of school facilities, including classrooms, offices, and outdoor areas.
* Health and Safety: Ensure compliance with health and safety regulations and implement measures to promote a safe and healthy environment for students, staff, and visitors.
* Financial Management: Allocate resources effectively, and identify opportunities for cost savings in conjunction with the Executive Headteacher and Head of School.
* Human Resources: Be a key support in recruitment, training, and professional development of staff at all levels.
* Technology Integration: Collaborate with IT staff to ensure the smooth operation of technology systems and infrastructure across the school.
* Community Engagement: Build positive relationships with parents, local communities, and external stakeholders to foster support for the school's operations and initiatives.
* Strategic oversight: Develop and implement the whole school timetable which supports an outstanding Quality of Education for all pupils.
* Strategic responsibility: Support the school on a daily basis with arrangements for staff absence and cover which enables the positive operational running of the school.
* Work with senior leaders to quality assure the curriculum to drive standards, develop innovative practice and ensure continuity and progression throughout the curriculum.
* Ensure that form tutors/teams are working collaboratively and meet expected requirements and deadlines.
* Maintain effective communication with school staff, pupils, parents, OFG staff and all external agencies.
* To assist in monitoring the effective use of resources.
* Involvement in the line management and performance management of staff.
* Manage the production of analysis as required for the school and external bodies.
* Support with the organisation of whole school events.
* Work with relevant leaders to support a robust transition plan for pupils entering the school and moving on to their next destinations.
* Work with relevant leaders throughout assessment, moderation and examination periods.
* To lead, develop and enhance the teaching practice of others through:
* Establishing good relationships, encouraging good working practices and supporting and leading teachers
* Identifying key professional development needs
* Ensuring that identified professional needs are addressed through the provision of high-quality coaching and mentoring.
* Strategic responsibility: to Champion all aspects of visits and outdoor learning. Responsibilities will range from having policies and procedures in place, understanding risk management, overseeing trips, assessing outcomes and monitoring systems, activities and practicalities.
	+ Ensure that trips are planned according to group policy
	+ Send out communication to parents as directed by trip leaders, and respond to queries
	+ Collate and distribute medical and dietary information as appropriate
	+ Monitor income and expenditure to ensure each trip remains within budget
	+ Review risk assessments to ensure they are fit for purpose
	+ Produce visit packs for relevant staff, keeping relevant staff informed of trip details
	+ Keep up to date with school trip best practice and legislation to ensure health and safety and safeguarding requirements are met
	+ Update generic risk assessments to ensure they reflect current policy
	+ Evaluate trips and suggest improvements for the future
	+ Maintain computerised systems in an orderly way with structured filing systems
	+ Maintain confidentiality at all times
	+ Comply with school policy on data security and GDPR legislation

**Key Skills and Competencies:**

* Excellent Interpersonal and Communication Skills – Written and Oral.
* Excellent Organisation Skills with a systematic approach to workload management.
* Excellent time management, planning and work prioritisation skills.
* Experience of developing systems and processes.
* Experience of project management including report writing and statistical data preparation and presentation.
* Ability to develop a full working knowledge of relevant policies/codes of practice/legislation.
* Ability to organise, lead and motivate other staff.
* Ability to plan and develop systems.
* Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.
* Ability to self-evaluate learning needs and actively seek learning opportunities.
* Confidentiality of information as appropriate.
* Ability to work under pressure.
* Ability to work on own initiative.

**Qualifications:**

* Relevant Bachelor's degree to the role.
* Proven experience in operations management, preferably within an educational institution.
* Strong leadership skills with the ability to motivate and inspire teams.
* Excellent communication and interpersonal skills.
* Knowledge of relevant laws, regulations, and best practices in education and operations management.
* Ability to think strategically, solve problems, and make data-driven decisions.
* Experience working in a multicultural environment and promoting diversity and inclusion.

**Other Duties and Responsibilities**

*A job description can never be fully descriptive and exhaustive of unforeseen changes or circumstances. It is expected that staff will, within reason, respond to unforeseen circumstances and emergencies as they arise, commensurate with their qualifications, experience and the situation.*