

Notton House Academy Job Description

Deputy Headteacher

Reporting to: Headteacher

Grade: Leadership Spine L15 – 21 plus Non Resident allowance

Job Purpose

The core purpose of this important post is to provide professional leadership in making real the school's Vision Statement, so as to secure high quality teaching and ensure improved standards of achievement for all students within a caring and supportive community. The post holder, along with others involved in the leadership of the school, has a significant responsibility in contributing to the school's development and the provision of an outstanding education for all its students.

It is subject to the current conditions of service for headteachers contained in the School Teachers' Pay and Conditions document and other current education and employment legislation (including that of the DfE Teaching Agency).

Key Priorities

To support and assist the Headteacher by providing dynamic and professional leadership and management to reflect 'policy in practice' by sharing and modelling the school's vision and values in everyday work and practice; developing and motivating staff, setting high expectations, embedding learning and teaching strategies and raising achievement, contributing to our rigorous and on-going self-evaluation and taking responsibility for leading specific areas/initiatives to secure further school-wide improvements.

The key responsibilities will depend upon the strengths of the successful candidate.

Leadership and Management

- Deputise for the Headteacher in her absence.
- Lead by example and be a role model for all stakeholders in the school.
- Take the lead strategic oversight for specified areas of improvement and development and make a significant contribution to the strategic development of all areas of Notton House Academy, whether or not holding a direct responsibility for the strategic feature.
- Contribute to the development and review of the School Improvement Plan, Self-evaluation Form and related documentation.
- Line manage designated members of staff to ensure they work effectively to raise student achievement and attainment across the school and provide effective support, guidance, challenge and information for all staff within designated areas of responsibility.
- Maintain clear expectations, high standards of professionalism and collaboration to meet the school's improvement and development priorities.
- Assist in the appointment of staff and their deployment to make most effective use of their skills, expertise and experience in order to raise standards of achievement across the school.
- Lead professional development activities, as appropriate, to update and develop the skills of colleagues.
- Participate in Performance Management in accordance with school policy.
- Ensure that all staff members have a clear understanding of their roles and responsibilities.
- Use appropriate resources, in consultation with the Headteacher, for effective, efficient and safe teaching and learning across Notton House Academy's accommodation, agreed budgets, staff, time, courses, development opportunities and ICT resources.

- Liaise effectively with all stakeholders, including families, students, feeder schools, partner secondary schools, business and community partners and the wider community, as appropriate to designated strategic responsibilities.
- Network with other institutions in order to learn more about the ways that they are effecting change and transformation.
- Positively promote the academy using various marketing methods.
- Ensure the website and social media platforms are compliant with national and local legal and policy requirements.

2. Teaching Learning and Assessment

- Ensure all teaching in the school is highly effective and that students are engaged in outstanding learning experiences every day.
- Secure and sustain effective teaching through structured monitoring, evaluation and review.
- Monitor the quality of teaching and students' learning through the analysis of performance data, observation of teaching, learning walks, work scrutiny, student interviews in collaboration with the Leadership Team.
- Have the personal pedagogical understanding which inspires learners to achieve well, relative to their prior attainment and to make progress as good as, or better than, similar learners nationally.
- Contribute to the development of teaching and learning by leading and supporting professional learning programs, coaching and mentoring of teachers,
- Seek opportunities to collaborate with other schools, colleges and other relevant networks to share and develop excellent pedagogies through research and training.
- Take a strategic role in the development of new and emergent technologies to enhance and extend the learning experience of students.
- Have a teaching commitment.

3. Curriculum, Standards and Progress

- Demonstrate high expectations and set challenging objectives for students' performance, both personally and for those we line-manage,
- Effectively use PiXL strategies to manage an agenda of continual improvement to raise standards in all areas of school life.
- Responsible for timetable, academic calendar and develop a clear reporting cycle to inform parents and Carers.
- Contribute to the development of the curriculum to best reflect Notton House Academy's curricular aims and to meet the needs of all students.
- Oversee and monitor all subjects in regards relevant qualifications and exam requirements.
- Secure positive and appropriate destination for all school leavers.
- Support the academy in the delivery of the inclusivity and 'narrowing the gap' agendas.
- Challenge underperformance which acts as a barrier to student achievement,
- Use national, local and school data effectively to analyse and evaluate student progress; plan and implement effective interventions to support students.
- Continuously monitor and evaluate the effectiveness of learning outcomes.
- Ensure we close any gaps between different groups of students.
- Work with the data manager to ensure a consistent and continuous school-wide focus on student achievement, using baseline and progress data effectively.

4. Personal Development and Well-being

- Work effectively with the Assistant head for SEN and safeguarding to ensure students are on track with EHCP outcomes as set out in the SEN code of practice.
- Support the lead for behavior and head of care to implement strategies that ensure high standards of behavior across the school and in residential care.
- Recognise and reward students who are making good progress and identify underachievement, putting in place appropriate support to help them overcome their barriers to learning.
- Support and develop extra-curricular opportunities in education and residential care.
- Ensure the safeguarding of all students through the implementation of effective policies and procedures.
- Ensure a safe working and learning environment through application of appropriate risk assessment and adherence to current Health & Safety regulations.
- Professional Development; Keep up-to-date with current research in teaching and learning, and in school improvement
- Treat all members of the school community fairly, equitably and with respect to create and maintain the ethos of the school.
- Work with the Headteacher to provide opportunities that support and promote staff well-being.
- We are committed to safeguarding the welfare of children and expect all staff to share this commitment. An Enhanced DBS Disclosure is required for the successful applicant, and must be maintained.

