

**Castle Hill School**

**Deputy Principal Job Description**

**JOB TITLE:** Deputy Principal **REPORTING TO:** Principal

**Dignity at Work**

To show, at all times, a personal commitment to treating all pupils, colleagues and clients in a fair and respectful way, which gives a positive regard to people’s differences (for example, their age, gender, ethnicity, sexual orientation, disability or religion) and assists in ensuring equal assess to services and employment opportunities for everyone. To work under an agreed system of supervision/management.

**Purpose of the Role**

The core purpose of a Deputy Principal is to assist the Principal in the professional leadership and management of the school. This will secure success and improvement for the school, ensure high quality education and personalised learning for all its pupils and high standards and achievement in all areas of the school’s work.

A post holder is required to carry out the duties of a school teacher as set out in the latest Teachers’ Pay and Conditions document, and particular duties that the Principal may reasonably direct. (N.B. In allocating time to the performance of duties and responsibilities, a Deputy Principal is not subject to Directed Time considerations but is entitled to a daily break of reasonable length in the course of each school day).

A post holder will also be required to be responsible for aspects of administration, management, control and discipline of the school in the absence of the Principal.

**Principle Accountabilities**

**Creating the Future**

* Work within the Leadership Team to build on the school’s vision ensuring it is fully embraced, clearly articulated, and acted upon effectively by all.
* Embody the vision and values of the school.
* Motivate and work with others to create a shared culture and positive climate.
* Work within the Leadership Team to ensure that strategic planning takes account and responds to the diversity, values, wider local and national agendas and experience of the school community at large.

**Leading Learning and Teaching**

* Ensure a consistent and continual school-wide focus on raising pupils’ achievement.
* Contribute to a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
* Contribute to the implementation of strategies which secure high standards of behaviour and attendance.
* Be responsible for the monitoring of the quality of teaching and learning across the school
* Will be required to teach according to the requirements of the school and direction from the Principal.
* Use data and benchmarks to monitor progress in every child’s learning. To maintain existing systems for monitoring pupil progress and to develop new systems to measure this and to enable valid comparisons to be made with similar schools.
* Take a strategic role in the development of new technologies to enhance and extend the learning experience of pupils.
* Be familiar with the Code of Practice and identification, assessment and support of pupils with special educational needs.
* To manage, monitor and assess Pupil Premium application and outcomes.

**Developing Self and Working with Others**

* Treat people fairly, equitably, with dignity and respect to create and maintain a positive school culture.
* Share leadership, build teams and work co-operatively within and outside the school to achieve school goals and objectives.
* Assist in the development and maintenance of effective strategies and procedures for staff induction, professional development and performance review.
* Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
* Acknowledge and celebrate the achievements of individuals and teams.
* Develop and maintain a culture of high expectation for self and for others and take appropriate action when performance is unsatisfactory.
* Regularly review own practice, set personal targets and take responsibility for personal development.
* Manage own workload and that of others within the school to ensure a work/life balance.
* Be a team leader responsible for conducting and monitoring Performance Management.

**Managing the Organisation**

* Contribute to the development, implementation and assessment of existing and new school policies.
* Support in the recruitment and deployment of staff appropriately and manage their workload to achieve the vision and goals of the school.
* Implement successful performance management processes with designated staff.
* Assist in the management and organisation of the school to ensure that it meets the needs of the curriculum and health and safety regulations.
* Use and integrate a range of technologies effectively and efficiently to assist in the management of the school.
* To participate in meetings of the Senior Leadership Team and take a leading role as a senior member in supporting other members of the Senior Leadership Team.
* To act as a mentor for staff and contribute to the management of continuous development for all staff by ensuring appropriate training is available within the school and from external sources.
* Assist the Principal in the development of a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
* Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
* Work with the Principal to provide information, objective advice and support to the governing body to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement.

**Securing Accountability**

* With the school ethos at the heart of leadership, a Deputy Principal at Castle Hill School will support the Principal professional responsibility to the whole school community.

**Strengthening Community Involvement**

* Ensure learning experiences for pupils are linked into and integrated with the wider community which celebrates cultural diversity.
* Create and maintain an effective partnership with parents to support and improve pupils’ achievement and personal development.

**Inclusion, Equity and Entitlement**

* Support the notion of an inclusive school culture and curriculum where personalised approaches are used effectively and which takes account of the richness and diversity of the school’s community.
* Create and promote positive strategies for developing good race relations and dealing with racial harassment.
* Collaborate with other agencies in providing for the intellectual, spiritual, moral, social and cultural wellbeing of pupils and their families.

**Decision Making**

**The decisions made by the postholder should relate specifically to the principle accountabilities.**

The Principal will determine the level of decisions taken by a Deputy Principal by prior agreement/discussion. Decisions will be taken based upon the school vision, school ethos and school improvement plan.

A Deputy Principal will build relationships based on trust, honesty and openness, to allow open and frank discussion about key direction and purpose of the school. Based upon these agreed principles, decisions will be made and a commonality of approach developed.

The Principal is responsible for making decisions on all of the key accountabilities. It is expected that distributive leadership would be developed, to include others in decision making, to ensure that members of the leadership team are empowered to make these decisions in the absence of the Principal.

**General Information**

* The above principle accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.
* Whilst carrying out the above duties it may involve having access to information of a confidential nature, which may be covered by the Data Protection Act and therefore confidentiality must be maintained at all times.
* The Health and Safety at Work Act (1974) and other associated legislation places responsibilities for Health and Safety on all employees. Therefore, it is your responsibility of you as the post holder to take reasonable care for the Health, Safety and Welfare of yourself and other employees in accordance with the legislation and the Trust’s Safety Policy and Programme.
* To promote the Trust’s Equal Opportunity Employment Policy.
* A post holder must be flexible to ensure the operational needs of the Trust are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various work places in the Trust.
* Where a post holder is disabled, every effort will be made to supply all the necessary employment aids, equipment or adaptations to enable him/her to perform the full duties of the job. If, however, a certain task proves to be unachievable then job redesign will be given full consideration.

**Knowledge/Experience**

**Qualifications – Requirement**

* Qualified Teacher status.
* Recent and relevant professional development.

**Knowledge – Requirement**

* A clear understanding of the role of a Deputy Principal.
* A knowledge and commitment to safeguarding and promoting the welfare of children and young people.
* Knowledge of continuing professional workforce development, current educational developments and legislation particularly in relation to SEND issues.
* Clear knowledge and understanding of Teaching Schools
* Clear knowledge and understanding of the inclusion agenda including, equal opportunities and special needs.
* Strategic and resource management.
* Catering for needs of all pupils.
* Teaching and Learning styles.
* Target setting and Pupil Tracking.
* National Curriculum and relevant curricula
* School Self-Evaluation, Performance Management and staff development.
* Health and Safety issues.

**Experience – Requirement**

* A strong commitment to providing high quality education for pupils.
* Successful Leadership in a major area of school work.
* Worked at more than one school.
* To have worked with children who have special educational needs and particularly severe learning disabilities.

**Specific Skills – Requirement**

* Understanding of the role of a Deputy Principal.
* Professional and Managerial Leadership Qualities.
* Proven successful teacher.
* Good personnel management skills.
* Ability to establish good professional relationships and effective working relationships with a range of partners/colleagues at a variety of levels.
* Excellent written and verbal skills.
* Good ICT skills.
* Ability to support and motivate staff to deliver outstanding teaching and learning
* High level of drive, initiative, enthusiasm and positive thinking.
* Commitment to providing a high quality service to the school and the governing body.

**Working Relationships**

**The School Community**

A Deputy Principal will work closely with the children and young people it serves, their parents, carers and families, the school’s staff and Governing Body and the community users of the school’s facilities and services. The school’s community also includes the immediate neighbourhood area, the town of Huddersfield, the Kirklees region, the UK and further abroad.

**Interpersonal Skills**

* A good understanding of children’s development and learning processes, in a Special and Mainstream School setting.
* Ability to organise, lead and motivate a team.
* Constantly improve your own practice/knowledge through self evaluation and learning from others.
* Ability to relate well to children and adults, especially those children who have special educational needs and severe learning disabilities.
* Work constructively as part of a team, understanding the role and responsibilities of a Deputy Principal

**Challenges and Key Features**

* To help raise the standards of learning for the pupils.
* To develop and maintain positive relations with pupils and parents/carers.
* To be committed and motivated to the objective of raising achievement in the school.
* To have a flexible approach to your work as you may be required to alter your hours to meet the operational needs of the school

Signature Designation Date

Confirmed by:

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Received & Agreed by:

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