**JOB DESCRIPTION**

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| **Post Title** | **CET Deputy Headteacher (Secondary)** |
| **Responsible To** | CEO / Headteacher |
| **Liaison With** | CET Head teachers, CET School Improvement Team & Senior Leadership Teams |
| **Salary** | Salary circa £72,000 (negotiable commensurate with a post with this level of challenge) |
| **Start Date** | 1 January 2019 |

We are looking for an **inspirational leader** who will provide professional leadership and support across Cumbria Education Trust CET). With a clear focus on ensuring high quality education for all pupils and students, the candidate will secure success through developing excellent standards of learning, behaviour and achievement.

This post may involve working in any of the CET schools. The first deployment will be **The Whitehaven Academy.** On deployment, specific responsibilities will be agreed between the CEO, Headteacher and the post-holder.

You will be part of the CET School Improvement Team.

***The Deputy Headteacher will embody our inclusive, child centred ethos, and will be someone who:***

* *Will promote Cumbria Education Trust’s moto to be ‘the best you can be’ and model our values 3R’s – Respect, Responsibility and Resilience at all times.*
* *Believes in the potential of every child and adult in the school communities across CET.*
* *Demonstrates confident and astute leadership at all times.*
* *Will become fully conversant with and the implementation of the Trust’s policies.*
* *Is committed to developing all schools place in their community and building positive relationships.*

**MAIN RESPONSIBILITIES:**

**Strategic Direction and Development**

* + Provide inspiring and purposeful leadership for the staff and students. Promoting the vision, ethos and policies of CET and the schools, and promote high levels of achievement.
  + In partnership with the relevant staff, to implement a Development Plan which will secure continuous school improvement. Ensure that all strategic planning takes account of diversity, values and experience of the school and the community.
  + In partnership with the Headteacher, to monitor and evaluate the performance of the school and respond and report to the CEO, Local Advisory Board and Trust Board as required.
  + In partnership with the Headteacher and the Senior Leadership Team, ensure that Trust and school policies and practices take account of national, local, Trust and school requirements.
  + In partnership with the Headteacher and the Senior Leadership Team monitor, evaluate and review the impact of policies, priorities and targets of the school in practice and take effective action when necessary.
  + To ensure that management, finances, organisation and administration of the school supports CET’s vision and aims.
  + To ensure that all those involved in CET school are committed to the aims, motivated to achieve them, and involved in meeting long, medium- and short-term objectives and targets which secure the educational success.
  + To act as a sounding board and critical friend, always demonstrating high standards of personal integrity, loyalty, discretion and professionalism whilst publicly supporting all decisions of the CEO, Headteacher, the Local Advisory Board and Trust Board.

**Pupils/Students**

* + To establish good relationships with pupils/students based on confidence, trust, understanding and mutual respect, setting a good role model for pupils/students.
  + To set challenging, appropriate and demanding expectations designed to promote self-esteem, positive learning, independence and resilience.
  + To provide feedback to pupils/students in relation to progress and achievement.
  + To encourage pupils/students to maintain socially acceptable standards of behaviour and to encourage and maintain good order and discipline among pupils/students and safeguard their health and safety.

**Teaching and Learning**

* + In partnership with the Headteacher and the Senior Leadership Team, secure excellent teaching through an analytical understanding of how pupils/students learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum experiences and student’s wellbeing.
  + To provide an example of excellence as the leading classroom practitioner, thereby inspiring, motivating and supporting other staff.
  + To work with the Headteacher to secure and sustain high expectations and excellent practice in teaching and learning throughout the school.
  + Together with the Headteacher, to monitor and evaluate the quality of teaching and standards of student achievement, including the strategic use of analysis of performance data, and to set targets for improvement.
  + Alongside the Headteacher, to develop a broad, creative curriculum that meets the needs of all students and which enriches their learning.
  + To participate in the arrangements for preparing pupils for public examinations and in assessing pupils for the purpose of such examinations; recording and reporting such assessments; and participating in arrangements for pupil’s presentation and supervising during such examinations.
  + To supervise and so far as practicable, teach any pupils/students whose teacher is absent.
  + To be aware of the students’ knowledge and capabilities and be accountable for their attainment, progress and outcomes.
  + Assess, monitor, record and report on the learning needs, progress and achievements of assigned students/pupils.
  + To oversee student attainment and progress and to support high quality teaching and learning.
  + To identify development needs and lead improvement in teaching and learning.
  + Support the identification and achievement of performance objectives which will enhance the teaching practice of staff.
  + Ensure that cross-curricular links and opportunities are developed.
  + To plan and deliver appropriate CPD programmes that will support staff in raising standards.
  + To prepare reports for statutory annual reviews and any other meetings as required and participate in meetings, e.g. annual reviews, on individual children to discuss pupil/student progress within school.

**Leading and Managing Staff**

* + To support the Headteacher in developing and maintaining high morale and confidence amongst all staff and to set an example of high professional standards and leadership.
  + To work with the Headteacher to lead, motivate, support, challenge and develop all staff to secure continual improvement; including his/her own continuing professional development.
  + To play a leading role in curriculum development, particularly by supporting subject leaders in their work.
  + To deputise for and represent the Headteacher as appropriate.
  + Manage own workload and that of others to allow an appropriate work/life balance.
  + To maintain clear, effective and impartial communication between all staff at the schools.
  + To support colleagues as appropriate.
  + To attend and participate in school meetings/briefings and attend inset days.
  + Collaborate and work with colleagues and other relevant professionals within CET and beyond the school.

**Accountability**

* + To be an effective member of the CET School Improvement Team and any schools Senior Leadership Team.
  + To attend Local Advisory Board meetings and other Board meetings as necessary.
  + To ensure that standards and achievement across the school is continually improving for all students.
  + To ensure that the performance of the school is continually improving for all students.

**Efficient and Effective Deployment of Staff and Resources**

* + In consultation with the Headteacher, to deploy staff and resources efficiently and effectively in order to meet the curriculum need and objectives set out in the School Improvement Plan.
  + To work with the Headteacher to ensure financial regulations are adhered to and used effectively.
  + To make effective use of resources within the school and to be aware of the resources provided by the Trust and those within the community, as appropriate.
  + To be aware of maintaining safe working practices within all areas with particular reference to Health and Safety Policy.
  + To advise and co-operate with the Senior Leadership Team and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment.
  + Direct and supervise staff as appropriate.
  + Contribute to the recruitment, selection, appointment and professional development of all staff.

**General Duties / THESE WILL BE AGREED WITH THE CEO IN ADVANCE OF SPECIFIC SCHOOL DEPLOYMENT**

* + To safeguard and promote the welfare of pupils/students and to follow Trust policy and procedures at all times.
  + To participate in the school’s arrangements for appraisal of performance and to contribute to staff appraisal.
  + To review your methods of teaching and programmes of work under the supervision and direction of the Headteacher
  + Participate in training and other learning activities and performance development as required.
  + To comply with GDPR & Data Protection policies.
  + Ensure correct escalation of any issues (particularly complaints and safeguarding issues)
  + Be aware of and support difference and ensure equal opportunities for all and contribute to the overall ethos/work/aims of the school and act in manner which displays the utmost confidentiality and respect of pupil and staff records at all times.
  + Leading by example, providing vision and motivation for staff and students
  + To ensure that the management, finance, organisation and administration of the school supports its vision and aims, ensuring that policies and procedures operate effectively

**Safeguarding:**

The Cumbria Education Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care and expects all staff and volunteers to share this commitment. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check.

**Review:**

It is the practice of CET to periodically to examine employees’ job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is CET’s aim to reach agreement on any alterations.

**ACKNOWLEDGEMENT**

**Employee Signature...............................................**

**(Print Name) .................................................... Date .................................................**

**Manager Signature...............................................**

**(Print Name) .................................................... Date .................................................**

**PERSON SPECIFICATION**

**Post Title:** CET Deputy Headteacher (Secondary)

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|  | **ESSENTIAL** | **DESIRABLE** |
| **Qualification**  **Training**  **Competences** | * Qualified teacher status. * Degree, or equivalent | * Evidence of professional development across career to date. * Completed NPQML or SL * Willing to work towards NPQH |
| **Experience** | * Proven track record of contributing to the raising of educational standards. * Has a sound understanding of how students learn, how teachers can best teach and how to raise standards through careful monitoring and target setting. * Able to access, analyse and interpret information using pupil attainment and tracking data to support school improvement and the raising of standards in learning and teaching. * Proven track record in leading and managing staff including building a successful team and delegating effectively. * Proven track record of providing direction, inspiration and strong leadership to staff. * Ability to deliver INSET | * Minimum of 5 years teaching experience. * Minimum of 2 years leadership and management experience. * Experience of liaison with outside agencies and parents. * Experience in more than one secondary school. * Experience of initiating and completing the capability and or disciplinary process with underperforming staff. |
| **Knowledge** | * Appropriate subject/key stage knowledge. * Ability to deliver a flexible differentiated curriculum to pupils who may be functioning at low levels of ability. * Understands how a strategic school development plan can increase teacher effectiveness and secure school improvement which is needed to achieve outstanding student progress and personal development. * Understands the value of systematic and rigorous self-evaluation, and combines the outcomes of this with external evaluations to develop the School. | * Up to date knowledge and understanding of the practices and procedures within education relating to the welfare and safety and education of children. * Understands aims and vision of the Trust and is able to inspire, challenge and motivate others to carry the vision of excellence forward. |
| **Skills** | * Ability to work as part of a team and be flexible. * Ability to manage challenging behaviour. * Communication/interaction skills to a high standard. * Can motivate and enable all staff to carry out their respective roles to the highest standard through appraisal and continuing professional development * Understands the need for effective relationships with parents, carers, partners and the community which enhance and supports student learning. * Ability to respond/plan creatively and assertively for challenging behaviours and pupil needs. | * Experience in monitoring, evaluating and reviewing the quality of teaching and learning. * High levels of resilience and the ability to make decisions within defined parameters. * Proficient in ICT skills * Responsibility for strategic planning at SLT level |
| **Working Arrangements / Physical Requirements** | * Available for training courses outside of working hours. * Occasional attendance at meetings and events outside normal hours. * Ability to multitask, plan, prioritise and organise work, meet strict deadlines. |  |