

**Northgate School Arts College**

**Job Description**

**Job Title:** DeputyHead of The Bee Hive

**Responsibility:** To provide leadership and management for the school to the highest possible professional standards.

**Responsible to:** Head of The Bee Hive

**Grade:** DH15 – DH18

**General Information**

The appointment is subject to the current conditions of employment for school leaders as contained in the School Teachers’ Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and other current legislations.

This job description may be amended at any time following discussion between the Executive Head Teacher (EHT) /Head of School (HOS) and member of staff, and will be reviewed annually. Specific priorities in each year will be defined by the EHT/HOS with the postholder in line with the School’s strategic objectives.

The Deputy Head is expected to be familiar with the National Professional Standards for Head Teachers, Teachers and Support Staff. These are used in performance management.

**General Description of Post**

To carry out the professional duties of a school leader as circumstances may require and in accordance with the school’s policies under the direction of the Executive Head Teacher/Head of The Bee Hive. To deputise for the Head of The Bee Hive in their absence and manage the organisation.

**Standards and Quality Assurance**

* Working with the Executive Head and Head of The Bee Hive, governing body and others to develop the school’s vision, establish and maintain a culture and ethos that promotes effective collaboration, excellence, equality and high expectations of all pupils and staff;
* Articulating and modelling the school’s vision and strategic direction, developing and implementing coherent operational plans which promote and sustain continuous school improvement;
* To have responsibility with the Head of The Bee Hive for leading and managing all staff and acting as role model to ensure the highest standards are delivered at all times;
* Organise, attend and participate in open evenings and parent information events;
* Co-ordinate meetings as required;
* Be involved in decision making and policy development across the school;
* Develop links with governors, parents/carers, stakeholders;
* Undertake the performance management of staff within a given team;
* Contribute on specific sections of the Academy’s Self Evaluation and maintain an overview of the school’s position as an outstanding school.

**Main Activities**

**Shaping the Future:**

1. Leading specific initiatives and co-ordinating development programmes to ensure the school promotes and achieves the highest standards of learning and teaching.

2. To work within the school community to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement.

3. Embed ambition and drive improvement, specifically within line managed faculties/teams and across areas of responsibility.

4. To demonstrate the vision and values in everyday work and practice.

5. To motivate and work with others to create a shared culture and positive climate.

6. To ensure creativity, innovation and the use of appropriate new technologies to achieve excellence.

7. Leading specific whole school in-service training sessions related to the priorities for the post and other relevant time limited/working groups.

**Managing the Organisation**

1. Ensuring all staff are kept informed of the school’s strategic objectives, core priorities, development and progress through effective communication.

2. To create an organisational structure which reflects the school’s values and enable the management systems, structure and processes to work effectively in line with legal requirements.

3. To produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities.

4. Recruit, retain and deploy staff appropriately and manage their work load to achieve the vision and goals of the school.

5. Manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.

6. Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money.

7. Use and integrate a range of technologies effectively and efficiently to manage the

 school.

8. Supporting equal opportunities for all members of the school’s community regardless of

 gender, ethnicity, religion sexuality or disability.

**General Duties**

1. Discreet Deputy Head of The Bee Hive time will be negotiated and identified.

2. To supervise and monitor learners’ behaviour and conduct both in lessons and in the playground as part of the school duty of care, pastoral and welfare support.

3. To be one of the School Designated Child Protection Officers for vulnerable children and responsible for Looked After Children.

4. To take part in the school routines for Performance Management and Continuing Professional Development and to be responsible for your own Professional Portfolio, in line with the Policies and Code of Practice for the school with regard to Performance Management, Recruitment and retention of staff, Staff Discipline and Pay.

5. Understanding and experience in effective pastoral systems in a SEND context.

6. Be courteous to colleagues and to provide a welcoming environment to visitors and telephone callers.

7. This job description can never be fully descriptive and exhaustive of unforeseen changes or circumstances.

8. It is expected that the Deputy Head of The Bee Hive will, within reason, respond to unforeseen circumstances and emergencies as they arise, commensurate with their qualifications, experience and the situation.

**Staffing**

1. To share with the Head of The Bee Hive the responsibility for supporting and promoting the well-being of all staff.

2. To support staff working with pupils who have challenging behaviour through behaviour meetings, the formulation and evaluation of behaviour plans and monitoring of the school behaviour policy and procedures.

3. To ensure that appropriate support systems are in place for NQT.

4. To carry out return to work interviews following staff absence.

5. To assist the Head of The Bee Hive in the deployment of staff.

**Other Professional Requirements**

* To have responsibility with the Head of The Bee Hive for the discipline, behaviour and

 Welfare of all pupils;

* Operate at all times within the stated policies and practices of the school;
* Endeavour to give every child the opportunity to reach their potential and meet high expectations;
* Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to co-ordinate the management of the school;
* Take responsibility for their own professional development and duties in relation to school policies and practices;
* Liaise effectively with parents/carers and governors;
* Represent the school in meetings with outside agencies, parents/carers and other professionals;
* Take on any additional responsibilities, which might from time to time be determined.
* Manage own workload and that of others to allow an appropriate work/life balance.

A statement of points and salary will be issued in September of each year.

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Executive Head Teacher’s signature Post Holder’s signature

Date ………………………………….……... Date ..……………………………..………