



Job Description

CORE Education Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

Job Title: Deputy Headteacher - Curriculum and Achievement	Salary Range: L19-23
Accountable to: Headteacher, CORE Education Trust and Chair of Governors	

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which the post holder will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Job Purpose

Promote professional leadership and management to the Academy. Promote a secure foundation from which to achieve high standards in all areas of the Academy work. Contribute to the high quality education by effectively managing teaching and learning. Support and contribute to a culture that promotes excellence, equity and high expectations of all students.

Main responsibilities

1. Curriculum review and developments; monitoring of its impact
2. Development and review of Academy policies related to the curriculum
3. To ensure provision of cost effective, balanced and high quality curriculum which allows for progression within and across key stages
4. To raise standards of student attainment and achievement within the Academy and to monitor and support student access to the curriculum
5. To be accountable for leading, managing and developing the teaching practice of others
6. To monitor and support the programme of learning of students across the Academy
7. To ensure that the Academy's behaviour policy is fully implemented
8. To work with the Headteacher to lead the Academy self-review process for the Governors, SIP and Ofsted
9. Contribute to staff development activities
10. Work closely with the Leadership Team, taking a leading role in developing, implementing and evaluating policies and practice that contribute to the Academy's improvement.
11. Demonstrate excellent and innovative pedagogical practice
12. Have an understanding of the most effective teaching strategies, how to select and use approaches that personalise the learning experience to provide opportunities for all learners to achieve their potential

Main Duties

1. To have overall responsibility and establish common standards of practice across the Academy and develop the effectiveness of assessment tracking and target setting/plan relevant intervention to improve TLA
2. To analyse examination results and oversee exams entries
3. To have line management responsibility for designated Assistant Headteacher, Director of Learning, Data Manager and Exams Officer
4. To keep up to date with national developments in the curriculum and in teaching practice methodology
5. To actively monitor and respond to curriculum development and initiatives at national, regional and local events
6. Provide learners, colleagues, parents and carers with timely, accurate and constructive feedback on learners' attainment, progress and areas for development in order to maximise student progress
7. To manage option timetable, curriculum and staffing
8. To work with the Headteacher to ensure recruitment of staff according to the Academy's needs
9. To meet Subject Leaders to interrogate examination results and action plan for improvement

Other Duties

1. Deputise for the Headteacher in their absence
2. To play a full part in the life of the Academy community, to support its mission and ethos and to encourage and ensure staff and students follow this example
3. Any other duties deemed appropriate to the grade and workload as requested by the Headteacher

Safeguarding

The jobholder is expected to observe their obligations in accordance with the CORE Education Trust Child Protection Procedure, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. A copy of the Child Protection Procedure can be obtained from the jobholder's line manager.

People

The jobholder must observe their safeguarding, health and safety, confidentiality, data protection, and equality and diversity obligations, as set out in this job description.

Staffing

Responsibility for employees with the Academy, as directed by the Headteacher.

Financial

No financial responsibility other than a responsibility to report to the Headteacher, Chair of Governors, CORE Education Trust any financial risks identified e.g. cash not secured, potential theft or impropriety.

Physical Resources

The post holder will be responsible for the physical resources required to perform their role e.g. computer, software.

Special Conditions of Employment

Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions, cautions and reprimands being considered. Any convictions, cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Headteacher by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction, caution or reprimand, may be managed in accordance with CORE Education Trust Disciplinary Procedure.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the CORE Education Trust Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

Equality and Diversity

CORE Education Trust is committed to equality and values diversity. As such it is committed to fulfilling its equality duty obligations, and expects all staff and volunteers to share this commitment. The duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people with whom they come into contact with dignity and respect, and are entitled to expect this in return.

Training and Development

The Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

Mobility

The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Academy they may be required, in accordance with legitimate operational requirements and/or facilitating the avoidance of staffing reductions.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may be subject to review and/or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

Job Description reviewed by: Headteacher
Date: 1st May 2018



Job Title: Deputy Headteacher	Salary: L19-23	Location: Rockwood Academy
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All posts will be subject to a DBS clearance at Enhanced level.

	Essential	Desirable
Education, Training and Qualifications <ul style="list-style-type: none"> • Degree or equivalent • Qualified Teacher Status • DSL accreditation • Evidence of further professional development in preparation for Deputy Headteacher in last two years • Experience and understanding of Ofsted preparation 	<p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>X</p>
Experience, Knowledge, Skills /Competencies <ul style="list-style-type: none"> • Successful senior leadership as an experienced Deputy Headteacher in an urban Academy • Experience of the analysis and interpretation of data; setting and meeting of challenging targets • A clear understanding of how to drive Academy improvement • Proven track record of raising achievement over time in a good/outstanding Academy • Proven experience of a range of assessment strategies • Experience of implementing behaviour management strategies • Successful contributions to Academy self-evaluation, improvement planning and target-setting • A strong understanding of what makes highly effective teaching and the ability to model this for others • Demonstrable experience of leading interventions for students underachieving through behaviour/emotional/wellbeing concerns • Proven evidence in improving quality of Teaching and Learning whole Academy • Experience of both curricular and pastoral responsibilities • Extensive experience of developing and leading staff and teams • Effective line management of colleagues/teams • Experience of initiating curriculum change, which has through effective teaching and learning raised achievement • Experience of working with a Governing Body or its committees to set the strategic direction of the Academy • Awareness of current educational issues and their implications for Academics 	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	

Leadership and Teaching		
• Successful leadership of change in an urban secondary school/Academy	X	
• Leadership of staff professional development sessions	X	
• Demonstrable ability to lead, motivate, develop and inspire staff and to encourage student and parental involvement	X	
• The ability to prioritise, plan and react	X	
• A minimum of two years senior management experience at Assistant Head or Deputy Head level in an urban school/Academy	X	
• Experience of whole Academy policy development and implementation	X	
• Experience of the management and implementation of local and national initiatives	X	
• Experience of developing initiatives or policies to secure effective teaching and learning	X	
• Evidence of the ability to promote the promotion of high standards of behaviour and a positive ethos in the Academy	X	
• The ability to use information and communications technology effectively	X	
• Experience of being accountable to the Governing Body and parents, pupils and staff for the effectiveness and efficiency of the Academy	X	
• Evidence of an awareness of the need for community support and participation and the ability to develop links with the community and business	X	
• Teaching judgments that are consistently 'Good' or better	X	
Personal Attributes		
• Resilience, the ability to work under pressure and meet deadlines	X	
• Ability to think strategically, creatively and to prioritise	X	
• Excellent communication skills (including written, oral and presentation skills) to a range of audiences	X	
• Excellent interpersonal skills	X	
• A commitment to the CORE Education Trust vision, values, aims and the objectives of its academies programme	X	
• A passion to make a difference to young people's lives through education	X	
• Ability to commit to long hours and occasional weekends	X	
• A commitment to safeguarding and equality	X	
• Willingness to undertake a variety of tasks	X	
• Ability to complete tasks and projects despite pressure of competing priorities	X	
• Ability to lead and motivate others to work together productively	X	
• Ability to inspire confidence in students, colleagues and parents	X	
• Outstanding record of attendance and punctuality	X	