



Hautlieu School

Job Title:	Deputy Headteacher (Curriculum and Staffing)
Responsible to:	Headteacher
Remuneration:	Deputy Head Group 4
Time Allowance:	The post holder will be expected to have a teaching commitment of up to 0.4 FTE

Job Purpose

The Deputy Headteacher has a full share in policy and decision making, has responsibility for the curriculum, staffing, strategic partnership and health and safety. The Deputy Headteacher will form good relationships with Governors, parents and all those involved with the school. The person appointed will deputise for the Headteacher when required.

The post holder will work with other members of the Senior Leadership Group (SLG) in strategic planning to translate the vision of the school into agreed objectives, operational plans as well taking a leading role in the development of the School Improvement Plan. It is important that the post holder is able to work collaboratively in all aspects of the school and is willing to deal with any day to day issues. The Deputy Headteacher is expected to attend the school during the summer examination results period and post GCSE results days to support the admission of post 16 students into the school and progression of Year 13 students on to the next stage of their lives. The Deputy Headteacher is expected to be comfortable with dealing with a wide range of people including parents, senior professionals, the press and other institutions and to deal sensitively with difficult issues.

The School is undergoing a period of rapid change, following the promotion of both Deputy Headteachers to Headship during this academic year. It is the practice of the school to regularly review the responsibilities of the SLG in order to ensure roles meet the need of the school and to provide additional development opportunities for senior leaders. As such a flexible approach to any changes in responsibilities are an expectation of the successful candidate.

Job Description

The Deputy Headteacher will provide strategic leadership and development planning in the following areas of responsibility within the School Leadership Group:

1. To be responsible for the strategic planning and management of the curriculum.
2. Enable high levels of achievement in all curriculum areas including leading, managing and supporting Faculty and Department leaders.

3. To be responsible for strategic partnerships with other schools, FE and HE establishments and employers.
4. Lead on key staffing arrangements.
5. Lead on the Health and Safety of all staff and students, on and off the School Site.
6. Take an active role in shared tasks across the SLG.

Principal Accountabilities

1 Ensure the curriculum meets the needs of all students.

- 1.1 Analyse, monitor and evaluate developments in curriculum provision taking account of International, National and Local initiatives and guidelines.
- 1.2 Implement and manage the agreed curriculum for the school and construct the timetable (ensuring that the timetable has been staffed effectively with 5 to 8% inefficiency after PPA time has been built in to allow for absence cover over the year).
- 1.3 Model changes in student numbers and curriculum choices at 14+ and 16+ to assess financial impact and to identify staffing adjustments.
- 1.4 Lead, monitor and support the Hautlieu Confucius Classroom and associated activities, liaising with the Confucius Classroom Lead and Head of the Modern Foreign Language Faculty.
- 1.5 Lead and manage the strategic development of an enrichment programme and service programme that reflects the aims of the school.
- 1.6 Lead and manage partnerships with HE establishments and Highlands College to enhance the opportunities available to students.
- 1.7 Provide oversight for the Finance Manager in setting the efficient allocation and spend of departmental budgets.

2 Enable high levels of achievement in all curriculum areas including leading, managing and supporting Faculty and Department Leaders.

- 2.1 Lead, coach and mentor Heads of Faculty to ensure high impact leadership.
- 2.2 Lead Heads of Faculty on quality assurance processes, liaising with the SLG in the sampling of this work to ensure best practice is shared throughout the school and areas for school improvement are identified.
- 2.3 Lead Heads of Faculty and individual department areas in the creation of annual Department Improvement Plans and monitor their implementation (utilising the post-examinations meetings and follow ups).
- 2.4 Lead the International Baccalaureate Coordinator(s) on the strategy for student recruitment into this programme and in all quality assurance processes, ensuring best practice is shared throughout the school.
- 2.5 To ensure teaching and learning strategies are at the heart of all Faculty and Department meetings, updating the Hautlieu Teaching and Learning Policy on an annual basis, drawing on best practice shared across all staff.
- 2.6 To lead on the raising of value added performance in key department areas through prioritised intervention, liaising with the Headteacher and Deputy Headteacher (Student Learning and Staff Development)

- 2.7 Analyse all school data, including examination results to identify trends and patterns and lead a strategic response to enable continued improvements.

3 Develop and manage strategic partnerships.

- 3.1 Lead, manage and plan partnerships with 11-16 schools to improve knowledge of curriculum and progression pathways through to courses at KS4 & 5, liaising with Assistant Headteacher with responsibility 14+ and 16+ entry processes.
- 3.2 Lead, manage and plan partnerships with other Island sixth form providers and Highlands College to ensure a viable and efficient curriculum provision.
- 3.3 Lead the development of strategic partnerships with local business and employers and
- 3.4 Liaise closely with Deputy Headteacher (Student Learning and Staff Development) to provide progression pathways for students.
- 3.5 Act as the school's media liaison officer, working with the Business Manager, to ensure all student and staff achievement is known and celebrated.

4 Lead on key staffing arrangements.

- 4.1 Lead and support the Business Manager in all parts of their role.
- 4.2 In supporting the Business Manager with their responsibility for all recruitment matters: (i) ensure that all arrangements for staff recruitment comply with HR procedures and local employment law, (ii) design job descriptions and ensure a safe and high quality recruitment process for all staff, (iii) advise on policies and matters related to Human Resources procedures and local employment law.
- 4.3 Support the Deputy Headteacher (Student Learning) and Business Manager to ensure an effective induction of new staff.
- 4.4 Lead and support, in liaison with the Office Manager and Business Manager, the administrative function of the school.
- 4.5 Support the Business Manager in leading the process of staff (teaching and non-teaching) appraisals to determine and achieve effective standards of performance, liaising with the Deputy Headteacher (Student Learning) to ensure this is reflected in staff development programmes.
- 4.6 Support the Business Manager in leading the whole school calendar, liaising across the SLG, to enable a balanced and effective operation.

5 Lead on the Health and Safety of all staff and students.

- 5.1 Lead, manage and support the Site Manager.
- 5.2 In working with the Site Manager ensure the effective, efficient and safe use of the premises for the Hautlieu community in order to enhance the provision of good teaching and learning.
- 5.3 Ensure a culture of health and safety disseminates through the school through the leadership of Heads of Faculty to all teaching staff, administrative, technical and site teams.
- 5.4 Support the work of the Assistant Headteacher with responsibility to risk assess school trips and the Business Manager with the overall organisation of off-site trips.

6 Take an active role in shared tasks across the SLG.

- 6.1 As a Deputy Headteacher to lead in the construction and review of the annual School Evaluation Form in relation individual areas of responsibility (liaising with the Headteacher and Deputy Headteacher, Student Learning and Staff Development).

- 6.2 As a Deputy Headteacher lead and support Assistant Headteachers as designated by the Headteacher.
- 6.3 Work with other members of the SLG in strategic planning to translate the vision of the school into agreed policies and operational plans. Advise the SLG on areas related to the job description.
- 6.4 Contribute to the professional partnership and other school performance measures as required by ESC.
- 6.5 Work collaboratively in the team on organisational and day to day aspects of the school for example in presentations to parents and other stakeholders and issues which arise with staff, students, the public and press.
- 6.6 Take a part in UCAS arrangements and the procedures for admitting students at 14+ and 16+ including presentations in other schools.
- 6.7 Respond appropriately and as described in policies to safeguard students and staff.
- 6.8 Understand and practice collective responsibility and recognise that the role involves high levels of confidentiality, professionalism, leadership and vision.
- 6.9 Regularly review own practice and contribute to the school's performance review and evaluation systems.
- 6.10 Plan and teach in an appropriate curriculum area.
- 6.11 Carry out any other tasks as may be reasonably required by the Headteacher.

Person Specification

Knowledge and Experience

1. First degree from a British University or recognised equivalent and UK qualified teacher status.
2. Proven ability of high level teaching skills up to KS5.
3. Successful leadership and management experience in a school with post 16 students.
4. Recent and relevant training in current educational practice.
5. Experience of managing curriculum provision and timetable construction (or the skill set to learn timetable construction).
6. Experience in driving school improvement through monitoring, challenging and supporting the work of middle leaders as well as challenging the SLG.
7. A strong understanding of school health and safety processes.
8. A strong understanding of the principles of safe and highly effective recruitment and managing a wide range of staffing issues.
9. Experience of successfully leading and managing change at Assistant Headteacher level.
10. Strong leadership skills, an ability to take responsibility and a proactive approach to problem solving.
11. Demonstrated successful collaborative working with other schools, colleges and the Education Department.

Personal Attributes

1. Energy, vision and enthusiasm to lead the school in the designated areas of responsibility.
2. Ability to manage and motivate staff teams to focus on what can be achieved.

3. Experience of actively supporting teaching staff and students in the completion of their work.
4. The ability to work hard under pressure, prioritise and meet deadline.
5. Ability to work collaboratively, to model good practice and maintain high levels of confidentiality.
6. An ability to be able to demonstrate a strong understanding and commitment to the aims and ethos of Hautlieu School.

Skills

1. High levels of skill in leading and managing individuals and groups of staff to meet agreed outcomes.
2. High level communication skills both orally and in writing to a wide range of audiences.
3. Proven strength in the detailed use of analysis, interpretation and understanding of relevant data to support the high achievements of students.
4. Strong interpersonal skills which display high levels of diplomacy in dealing with difficult situations effectively.
5. Ability to plan strategically and to be proactive in driving the school forward to achieve exceptional student learning outcomes.
6. Ability to resolve complex or difficult situations as required.