

**Newstead Wood School** 

**Deputy Headteacher – The Position**

The Deputy Headteacher will deliver outstanding leadership, motivation and inspiration to students, staff, parents and the wider community. Ensuring every student is confident and resilient and achieves beyond expectation. The Deputy Headteacher will bring out ‘the best in everyone’ and will have a high level of responsibility for pastoral, safeguarding and administrative matters.

The Deputy Headteacher will provide front line day-to-day support to the Headteacher, taking responsibility for the School in their absence. In addition the Deputy Headteacher will play a major role in the delivery of our vision and strategic goals and be influential in producing and driving the actions in our School Development Plan. The Deputy Headteacher will be a strong presence around the School and at a variety of School activities and events both internal and external.

The Deputy Headteacher will need to take the lead where required and work closely with all members of the SLT.

The ability to think clearly and strategically with excellent judgement and communication skills is essential.

The Deputy Headteacher is responsible for the effective day-to-day management and organisation of Newstead Wood School and for supporting the Headteacher in ensuring that all students enjoy the highest possible standard of education and pastoral care.

The duties and responsibilities outlined are not intended to be exhaustive and the Deputy Headteacher will be expected to be flexible and to take on new responsibilities as necessary to meet the needs of a busy and thriving school.

In conjunction with other members of the SLT, the Deputy Headteacher acts as a formal and informal source of support for all staff by making time to listen to colleagues, offers coaching or mentoring and address issues as and when they arise.

The broad areas of responsibility are outlined in the Job Description. It is also expected that responsibilities will evolve over time given the particular strengths and interests of the successful candidate and the changing needs of the School. The Deputy Headteacher will also take on other responsibilities as the Headteacher may from time to time reasonably determine.

Finally, it is a given that you will be an inspirational classroom teacher with a passion for your subject, whatever that might be.

The ability to retain a sense of humour under pressure and maintain a lightness of touch when driven to do otherwise are essential to the success of this role.

N**ewstead Wood School Deputy Headteacher**

**Job Description**

The following list is not exhaustive but is by way of example. Responsibilities and duties may vary as the position evolves.

**Overarching responsibilities**:

* Support the Headteacher in ensuring that the vision for and identity of Newstead Wood School and United Learning is clearly articulated, shared, understood and acted upon effectively by all
* To deputise for the Headteacher in his absence
* To assist with the day-to-day running of the academy
* To articulate and model the academy’s vision and strategic direction, developing and implementing coherent operational plans which promote and sustain continuous academy improvement
* To work with the SLT and other colleagues to monitor, evaluate and further improve outcomes for students
* With the Headteacher, build leadership capacity within the and middle leadership teams and provide opportunities for colleagues to flourish, through the development of leadership at all levels
* To be a role model to all staff and students demonstrating positive leadership behaviours, confidentiality and discretion
* To be a line manager who is approachable and who develops others by supporting and challenging them to be ‘the best they can be’, through regular meetings; sharing the outcomes of those meetings with Middle Leaders and the Headteacher
* To play a role in the recruitment and appraisal of staff
* To fully support the ethos of the academy through attending academy events
* To review and reflect on own practice, setting personal targets, participating in continuing professional development and engaging in professional learning relevant to the post of Deputy Headteacher
* To oversee policy in relation to specific responsibility areas
* To manage own workload and that of others to allow an appropriate work/life balance.
* Provide appropriate support for staff and students as required on personal and professional matters
* Assist the Headteacher to manage staff performance, behaviour and morale, supporting them to attain the highest standards and report any areas of concern immediately to the Headteacher
* Have responsibility for the effective induction of new staff and staff taking on new responsibilities, providing them with appropriate guidance and advice
* Keep up-to-date with new developments and Government initiatives on school matters, making appropriate and timely adjustments as necessary and ensure compliance with relevant inspection documentation
* Liaise with other members of the SLT, to oversee the probationary period of new staff and make recommendations for confirmation of employment to the Headteacher
* To manage the staff duty rota
* Deal effectively with complaints
* To undertake any other tasks or duties reasonably assigned by the Headteacher

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**Specific Duties relating to this role – these are those of the current post holder**

**Safeguarding, Health and Wellbeing**

* To be the academy’s Designated Safeguarding Lead and carry out the role as outlined in *Keeping Children Safe in Education*.
* Ensure that the academy observes relevant statutory guidance and legislation in the areas of Safeguarding and Prevent and oversee staff training in this regard
* To lead on all aspects of strategic and operational pastoral care for students to ensure they are appropriately supported whilst in the academy, liaising with staff, parents and other stakeholders as appropriate
* Provide up-to-date information on safeguarding and its practice to students, parents and staff as necessary
* Keep the Headteacher fully informed of any safeguarding issues arising, and brief the Governor with special responsibility on a regular basis
* Report at least termly to the Governors’ and prepare the Governors’ Annual Safeguarding Report

**Pastoral**

* Oversee the quality and consistency of outstanding pastoral care across the School
* To line manage our specialist pastoral team working to enhance the experience and progress of students through ensuring continued support, intervention and outstanding tutoring
* Lead and contribute to the development the schools Rewards and Sanctions system, Code of Conduct and behaviour policies consulting on criteria, developing policy, and implementing decisions
* Contribute to maintaining a high standard amongst students and oversee processes with regard to ensuring students meet our high expectations in relation to uniform, behaviour etc.
* Take the lead role in examining any major incidents; determining appropriate action in a fair, timely and consistent manner in line with School policies
* To coordinate weekly assembly themes and rota
* Lead on equality, diversity, inclusion and wellbeing across the school
* Working with colleagues within pastoral teams to support the ongoing review and development of the academy’s PSHE and Tutorial programme
* Line manage the SENCo and our SEN provision
* Ensure we are compliant in respect of ‘students with medical needs’
* To take responsibility and be accountable for students’ attendance by tracking students, identifying and resolving attendance issues and supporting individual students
* To provide regular reports for Governors
* Line manage our Careers guidance provision

Additional specific whole school projects and responsibilities will be delegated based on the expertise and experience of the post holder and the requirements of the whole school.

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**Person Specification**

The skills below have been put together to help you assess your own suitability for this post. We shall use them, together with your experience, when we assess the candidates. They are all to be considered as essential.

Hold a high quality university degree in a recognised academic discipline

Evidence of additional further educational qualifications or further study

Have a teaching qualification

Be an outstanding teacher

Have evidence of leadership experience in a variety of situations

Held both academic and pastoral leadership roles within a school

Experience of complex risk assessments

Experience of event management within a school

Be an excellent listener and calm negotiator

Be a confident and respected public speaker

Demonstrate leadership and personal responsibility by motivating others, showing drive and determination

Be adaptable and show good judgement

Demonstrate authority, respect and trustworthiness

Have excellent writing and proofreading skills

Have exceptionally high standards regarding accuracy, clarity and consistency of language

Have high level IT skills

Have a clear sympathy with the advantages of single-sex and grammar school education

Be able to promote academic excellence, and the importance of co-curricular provision

Be able to exercise total discretion and uphold confidentiality, when appropriate

Be able to act as a critical friend, counsel and be supportive of colleagues

Have an interest in curriculum change and be inspired by academic challenge

Have an interest in teaching and learning developments

Have energy, drive, enthusiasm, a positive manner and a sense of humour.

*This job description is not necessarily a comprehensive definition of the post or statement of procedures and tasks, but sets out the main expectations of the post holder’s professional responsibilities and duties. It will be subject to review and it may be subject to modification or amendment.*