**Job Description**

The Deputy Head Teacher will motivate and inspire students, staff, parents and carers and the wider community to ensure every student achieves his or her full potential and is equipped to take advantage of a range of opportunities.

The Deputy Head Teacher will assist the Head Teachers in working with the Governing Body and the wider community to provide professional leadership, vision and direction for the school. The Deputy Head Teacher will establish a culture that promotes excellence, equality and high expectations of all.

**Main responsibilities**

**Leading Strategically**

The Deputy Head Teacher will under the direction of the Head Teachers:

* Work in partnership with the governing body to develop the strategic vision for the school, ensuring that it is clearly articulated, shared, understood and acted on effectively by all
* Provide advice and support to the governing body in developing their policies and formulating the budget, ensuring that all statutory requirements are met, and lead the implementation of those policies
* Build on the current positive ethos of challenge and support to maximise the life chances of all students and promote the achievement of staff
* Ensure that strategic planning takes account of the diversity of the school and wider communities and the school’s values
* Work with the Head Teachers, school staff, Senior Leadership Team and Governing Board to further the success of the school

**Leading the Organisation**

The Deputy Head Teacher will under the direction of the Head Teachers:

* Ensure that quality of learning is at the centre of the organisation and management of the school, its students, staff and resources
* Seek to secure adequate resources for the school and to ensure these are effectively administered and controlled
* Develop and propose the annual budget and the three-year budget plan consistent with the school’s priorities
* Monitor and review the use of premises and resources to ensure they contribute effectively to providing an efficient and safe learning environment consistent with the school’s values and proposed priorities for expenditure
* Produce and implement clear, evidence-based plans for the development of the school and its facilities in the light of changing requirements and priorities
* Recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and goals of the school
* Ensure that systems and styles of communication within the school are effective and appropriate
* Use a process of self-review to set targets for personal development and to manage own work-life balance.

**Leading Teaching and Learning**

The Deputy Head Teacher will under the direction of the Head Teachers:

* Ensure that the curriculum is broad, balanced, diverse and flexible and offers opportunities for all students to be successful and engaged
* Create the conditions for creative, responsive and effective approaches to teaching and learning which enable students to become effective, enthusiastic and independent learners
* Promote a culture that encourages every student to become self-confident and to show respect for others
* Ensure that learning is at the centre of strategic planning and resource management
* Set appropriate and challenging curriculum targets for all students
* Maintain and develop an effective assessment, recording and reporting system which promotes and celebrates all forms of student achievement
* Ensure a consistent and continuous focus on students achievements using data and benchmarks to monitor progress of every student
* Maintain and develop strategies to secure high standards of behaviour and attendance

**Leading staff**

The Deputy Head Teacher will under the direction of the Head Teachers:

* Be proactive in developing effective professional relationships with and between staff, and in promoting good order and high morale
* Create an environment that encourages ideas and contributions from staff and values the achievements of individuals and teams
* Acknowledge responsibilities and celebrate achievements of individuals and teams
* Manage own workload and that of others to allow an appropriate work / life balance
* Ensure that the systems for induction, performance management and professional development lead to the maintenance of high standards and to a professional learning culture for all staff
* Manage the work of the leadership team, delegating appropriate tasks and ensuring the support needed for each member’s development is in place.

**Leading in the Community**

The Deputy Head Teacher will under the direction of the Head Teacher:

* Build and maintain a school culture and curriculum which takes account of the richness and diversity of the schools communities
* Maintain and develop an effective partnership with parents and carers to support students’ achievements and personal development
* Ensure learning experiences for students are integrated with the wider community and collaborate with other agencies to tackle all the barriers to learning, promote health and happiness for every child and engage positive strategies for challenging racial and other prejudice
* Seek opportunities to involve parents and carers, community figures, businesses and other organisations in the life and work of the school and build opportunities for students to contribute to the community
* Develop and encourage good relations between the school and the local community.
* Ensure that communication between the school and the community is effective and appropriate

This job description not exhaustive and is subject to change depending on the needs of the school.

**Person Specification**

**Qualifications**

* Proven evidence of success and relevant professional development across career
* Appropriate educational and professional qualifications

**Experience**

* Demonstrable track-record of success in leading change and improvement in a comparable organisation
* Track record of achievement in raising standards and outcomes and achieving excellence
* Experience of developing high quality leadership capacity and accountability
* Evidence of successful promotion and implementation of innovation in teaching and learning
* Experience of using evidence-based information about effective learning and assessment for learning
* Evidence of the ability to develop excellent relationships with young people and adults
* Experience of working successfully with local community and external agencies/stakeholders
* Successful experience of using target setting, data analysis and curriculum innovation to improve performance
* Experience of building successful working relationships with a Governing Board and of sustaining and developing effective partnerships with other organisations
* Experience of leading strategic resources including finance, HR and ICT

**Knowledge and Understanding**

* An up-to-date knowledge of school development planning and evaluation
* Able to provide strategic and creative leadership and develop a school vision which has learning and achievement at the core
* A detailed understanding of current educational issues, including national policies, priorities and legislation
* An in-depth knowledge of a range of effective strategies for maintaining and developing high standards of attainment, behaviour and attendance
* A detailed knowledge of quality assurance systems (including school review self-evaluation and performance management)
* A commitment to developing choice and flexibility to meet the learning needs of every student
* A knowledge and understanding of legal issues relating to managing a school including Child Protection Procedures, Equal Opportunities, Race Relations, Disability, Human Rights, Employment and Health and Safety legislation

**Personal Qualities**

* Strong team leadership philosophy, sets priorities, agrees and achieves ambitious goals and targets
* Thinks creatively to anticipate and solve problems
* Acknowledges excellence and challenges poor performance
* Inspires, motivates and empowers staff and students
* Enjoys working and has empathy for young people from all backgrounds
* Works collaboratively with others, delegating appropriately
* Seeks and acts on feedback from others, including colleagues and governors
* Adaptable and creative in changing circumstances
* Shows resilience and decisiveness under pressure
* High level of perseverance, energy and enthusiasm for the school
* Willing to be involved in all aspects of school life