Job title: Deputy Headteacher, Teaching and Learning

Salary range: L17-21

Accountable to: Headteacher

Main Purpose: To work with the Headteacher to provide professional leadership for the quality of Teaching and Learning, securing high quality education for all students, and good standards of learning and achievement.

**Main Tasks**

**SUMMARY OF MAIN DUTIES / RESPONSIBILITIES**

1. **ACCOUNTABLE TO THE HEADTEACHER FOR:**
	1. Sustaining the aims and objectives of the school, and establishing the policies through which they will be achieved; managing staff and resources to that end; and monitoring progress towards their achievement
	2. Working to maximise students’ progress towards their full potential
	3. Liaising with all relevant stakeholders to support school improvement
	4. Making relevant contributions to:
		1. maintaining and developing the ethos, values and overall purposes of the school
		2. formulating the aims and objectives of the school, and policies for their implementation
		3. the school development plan which will translate school aims and policies into actions
		4. monitoring and evaluating the performance of the school
		5. implementing the governing body’s policies on equal opportunity issues for all staff and pupils
		6. the efficient organisation, management and supervision of school routines
2. **LEADERSHIP**
	1. Through the inspiring and effective leadership of Teaching and Learning, ensure the highest standards exist for every students’ learning,
	2. Ensure that the school is a self-evaluating institution with a robust system of quality assurance
	3. Monitor and evaluate the performance of the school, and report to the Headteacher and Academy Council as required
	4. lead and evolve the school’s CPD offer to all staff, including working collaboratively within the Acorn Education Trust and West Wiltshire Alliance
	5. Continue to develop the organisation in such a way that all staff recognise that they are accountable for the success of the school
	6. Take the leadership of the school’s Initial Teacher Education and Newly Qualified Teacher programs
	7. Responsibility for a Key Stage, including student outcomes at that level
	8. Provide effective and stimulating leadership for the Curriculum Leaders’ team
	9. Ensure the maintenance of high performance standards at all levels within the school
	10. Strive to achieve all school targets
	11. Undertake any professional duties as delegated by the Headteacher

Carry out the professional duties of the Headteacher in the event of his / her absence from the school

1. **MANAGEMENT**
	1. Monitor and evaluate the quality of teaching and learning of all students in the school

implement the relevant aspects of the School Development Plan, securing continuous school improvement

* 1. Contribute to maintaining an environment that promotes and secures effective learning, high standards of achievement and good behaviour
	2. Develop and maintain effective links with the community including business and industry, to extend the curriculum and enhance teaching and learning
	3. Promote and monitor the continuing professional development of staff, including the induction of newly qualified teachers
	4. Give regular feedback to colleagues in a way which recognises good practice and supports their progress against professional and appraisal objectives, resulting in a tangible impact on students’ learning
	5. Oversee and further develop the school’s Teaching and Learning Review processes
	6. Manage resources effectively and allocate them to support effective teaching and learning
	7. Ensure that relevant school policies and practices take account of national, local and school requirements
	8. Through the school’s appraisal process, ensure:
		1. consistently high levels of performance and commitment from all members of staff
		2. appropriate opportunities for professional development for all staff
	9. Challenge underperformance at all levels, and employ effective actions where this is identified
	10. Build and maintain excellent relationships with all school stakeholders
	11. Evolve the leadership and management qualities of staff, so that their contribution to the work of the school is developed and maximised, and ensure succession planning is in place at all levels
	12. Undertake a teaching commitment at a level consistent with the needs of the school and the demands of the post
	13. Participate in appropriate meetings with colleagues and parents relating to the above duties
1. **ADDITIONAL INFORMATION**
	1. This job description contains only the main accountabilities relating to this post and does not describe in detail all duties required to carry them out.
	2. The postholder will at times have access to information of a confidential nature and it is essential that the successful applicant is aware of the need for discretion.
	3. The postholder will at all times carry out his/her duties and responsibilities with due regard to the Governors’ support and commitment to Equal Opportunities Policies
	4. The postholder will be expected to undertake any appropriate training to assist them in carrying out any of the above duties
	5. The postholder will be required to promote, monitor and maintain health, safety and security in the work place. This will include ensuring that the requirements of the health &Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.