



# PRESTON MUSLIM GIRLS HIGH SCHOOL

Education with Patience Modesty Gratitude Humility Sincerity

## Job Description – Deputy Head teacher

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

<b>Job Title:</b> Deputy Headteacher	<b>Salary Range:</b> Negotiable
<b>Accountable to:</b> Headteacher, Governing body of Preston Muslim Girls High School	

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 school. Promote a secure foundation from which to achieve high standards in all areas of the school work. Lead in designated area of responsibilities and contribute to the school's improvement priorities. Support and contribute to a culture that promotes excellence, equity and high expectations of all pupils.

### Main responsibilities

- Lead and contribute to the effective delivery of the PMGHS values, vision and mission.
- Lead / Contribute to the curriculum development within the school and the monitoring of its impact.
- Development and review of school's policies related to the curriculum.
- Develop and oversee the school's quality assurance process to ensure all areas of the school are working effectively.
- To take the lead on designated areas as directed by the Headteacher.
- Support the school's performance management procedures.
- Contribute to staff development activities.
- Work closely with the Leadership Team, taking a leading role in developing, implementing and evaluating policies and practice that contribute to the school's improvement.
- Play a full role in the development of the school's development plan and self-evaluation process.
- Line manage subject and vocational leaders.
- Lead and support all staff.
- Attend Governing Body/Trust meetings as required.
- Demonstrate excellent and innovative pedagogical practice.
- 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.
- Liaise with Middle Managers in monitoring student attainment across the School.





- Provide learners, colleagues, parents and carers with timely, accurate and constructive feedback on learners' attainment, progress and areas for development to maximise pupil progress.
- Lead and monitor the professional development of staff in the school.
- Regularly review own practice, set personal targets and take responsibility for own personal development.
- Any other duties deemed appropriate to the grade and workload as requested by the Head.
- To participate in the operation of the school's appraisal scheme.
- Such other duties as may be appropriate to achieve the objectives of the post to assist the leadership team in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.
- Such other duties as may be appropriate to achieve the objectives of the post or to assist the school in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.

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.

<b>Job Description Reviewed By: Headteacher</b>
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## Person Specification





<b>Job Title:</b> Deputy Headteacher	<b>Salary:</b> Negotiable	<b>Location:</b> Preston Muslim Girls High School
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The Person Specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

All posts will be subject to a DBS clearance at Enhanced level.

	Essential	Desirable
<b>Education, Training and Qualifications</b> <ul style="list-style-type: none"> <li>Degree or equivalent</li> <li>Qualified Teacher Status</li> <li>DSL accreditation</li> <li>Evidence of and commitment to continuing professional development</li> <li>Trained Ofsted inspector</li> </ul>	X X  X	  X  X
<b>Experience, Knowledge, Skills /Competencies</b> <ul style="list-style-type: none"> <li>Experience of implementing behaviour management strategies</li> <li>Successful school teaching experience with experience of teaching across the age and ability range</li> <li>Demonstrable senior management experience</li> <li>Successful contributions to school self-evaluation, improvement planning and target-setting</li> <li>Proven track record in contributing to raising achievement</li> <li>Proven experience of a range of assessment strategies</li> <li>Demonstrable experience of leading interventions for students underachieving through behaviour/emotional/wellbeing concerns</li> </ul>	X  X X  X  X X  X	
<b>Leadership</b> <ul style="list-style-type: none"> <li>Demonstrable ability to manage the process of change effectively</li> <li>Leadership of staff professional development sessions</li> <li>Demonstrable ability to lead, motivate, develop and inspire staff and to encourage student and parental involvement</li> </ul>	  X X	X
<b>Teaching</b> <ul style="list-style-type: none"> <li>Teaching judgments that are consistently 'Good' or better</li> </ul>	X	
<b>Developing Literacy and Numeracy and high ability provision</b> <ul style="list-style-type: none"> <li>In depth knowledge of best practice in teaching and learning, including the use of the latest technologies, to support student learning</li> <li>Use of innovative approaches to the development of teaching and learning, including assessment for learning</li> <li>Experience of coaching/mentoring to support the development of colleagues</li> </ul>	X  X X	





<b>Personal Attributes</b>		
• 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)	X	
• Excellent interpersonal skills	X	
• A commitment to the PMGHS vision, values and aims	X	
• Sympathetic to the Islamic ethos of the school	X	

