

JOB DESCRIPTION: Deputy Headteacher

Responsible to: Headteacher

Pay Range: Leadership Spine L17 - 22

Main Purpose of the role

The Deputy Headteacher will assist the Headteacher in the leadership and management of the school and actively contribute to all areas of school improvement. They will play a major role in formulating the strategic and operational priorities, establishing policies and procedure through which the targets shall be achieved and direct appropriate staff accordingly. Under the direction of the Headteacher the post holder will have delegated responsibilities which are both school-wide and of considerable weight. This will be in addition to carrying out the professional duties of a teacher. The post holder will take full responsibility for the day to day running of the school in the absence of the Headteacher.

The post holder will assist and support the Headteacher to:

- To play a major role under the direction of the Headteacher in shaping the aims and objectives of the school, establishing the policies through which they shall be achieved, managing staff and resources to achieve the aims and objectives of the school and monitor progress towards their achievement.
- Co-ordinate effective strategic planning across the school to meet the targets as outlined in the School Development Plan.
- Liaise and coordinate all staff and the senior leadership team where necessary.
- Maintain high standards of behaviour and discipline across the school including lunch and break times.
- Develop and maintain effective lines of communication throughout the school.
- Maintain and develop the ethos of the school, including the development of transition arrangements when working with feeder schools.
- Undertake the professional duties of the Headteacher, in the event of his absence from the school.
- In partnership with the Headteacher and the Senior Leadership Team, provide professional leadership and management of Teaching and Learning throughout the school.
- To provide professional leadership and management of School Development Plan priorities.
- To take an active role in the School Self Evaluation process.
- Undertake the professional duties of the Deputy Headteacher reasonably delegated to you by the Headteacher.

This document should be read in conjunction with the relevant section(s) of the current School Teachers' Pay and Conditions document.

School Leadership and Management

The post holder will:

- Play a significant role in setting aims and objectives for the school through the formulation of a development plan for teaching and learning that fulfils the vision and aims of the school
- Take responsibility for developing and monitoring policy and practice as laid down in the development plan.
- Contribute to the strategic development of the school.

- Share with the Headteacher the responsibility for the development and implementation of the school's performance management policy.
- Role model, alongside the Headteacher, to the whole school community the expectations and aspirations of the school as set out in the development plan.
- Take responsibility for induction, mentoring and professional development of staff.
- Work alongside the Headteacher, to provide coaching, partnership teaching, training and other forms of staff development.
- Take a leading role in promoting good relationships with parents, carers, and the community in the life of the school.
- Assist the Headteacher in school self-review and evaluation and effectively plan and manage resources to secure improvements.
- Actively work with the Headteacher to further develop the all-through vision and practice of the school.
- Maintain an informed view of the quality of standards and teaching across Year 9-13 through effective monitoring of students' learning and teachers' planning and teaching.
- Provide guidance and support to senior colleagues, middle leaders and other staff in order to improve the quality of teaching and learning.
- Support leaders with all aspects of organisation and management, including preparing agendas and chairing meetings, in order to ensure that school policies and practices are being delivered.
- Liaise closely with other leaders to ensure continuity and progression across all key stages.
- Monitor the standards of behaviour and achievement across the secondary school.
- Ensure Equal Opportunities are upheld in the curriculum, school policies and employment practice.
- Ensure that Health and Safety issues are addressed and met throughout the school.
- Lead assemblies.
- Keep abreast of educational developments through own professional development.
- Deputise for the Headteacher as required.

Teaching and Learning

The post holder will:

- Carry out teaching duties as agreed with the Headteacher, providing a model of excellence for other colleagues.
- Provide cover for absent colleagues or those released for professional duties.

- Provide in-class support for colleagues through demonstration lessons.
- Be fully responsible for maintaining a high standard of behaviour and discipline in lessons through the development and implementation of effective behaviour for learning systems.
- Lead key middle leaders to ensure that all curriculum areas are delivering high quality teaching and learning.
- Provide the Headteacher and the Governing Body with clear, accurate reports on the school's performance in relation to attainment and the quality of teaching and learning.
- Set up whole school systems for monitoring the quality of teaching and learning across the all-through school such as learning walks and whole school work trawls.
- Assist the Headteacher in the recruitment of trainee teachers and staff.

Other duties and responsibilities

The post holder will:

- Implement and manage an effective absence monitoring policy across the all-through designed to track, monitor and minimise staff absence across the all-through.
- Plan with all stakeholders an effective and clear school calendar for the academic year that reflects the priorities and actions set out in the school's development plan.
- Take responsibility for leading and co-ordinating middle leader meetings including agendas and minutes.
- Plan, implement and monitor collaboration with colleagues from the middle schools.
- Attend daily and weekly meetings in accordance with school policy and lead meetings when required.
- Prepare and present reports as required to stakeholders including parents, governors and outside agencies.
- Take on any other additional responsibilities delegated by the Headteacher.

PERSON SPECIFICATION: Deputy Headteacher

A = application

R = reference

I = interview process

Criteria	Essential	Desirable	Tested by
Qualifications			
Good honours degree	x		A
Qualified teacher status	x		A
Evidence of relevant continuing professional development e.g. NPQH, Teacher Leaders etc		x	A
Knowledge and Skills			
A clear working knowledge of how to lead curriculum development and manage innovation and change	X		A, R, I
Successful experience of coaching or mentoring trainees/NQTs	X		I
Minimum of 3 years experience as a Senior Leader	X		A
Awareness of latest research based teaching and learning models	X		A, I
An effective communicator at all levels	X		A, I
A strategic thinker	X		R, I
The ability to generate a vision and influence others	X		R, I
A clear working knowledge and understanding of the current OFSTED framework	X		A, R, I
Teaching and Learning			
The ability to devise and implement strategies for raising achievement and for intervention strategies	X		A, R
A clear understanding of different models of teaching and learning	X		A, R, I
An outstanding and effective classroom practitioner	X		A, R, I
Knowledge of how children learn, develop and progress through the stages	X		R, I
A clear understanding of assessment procedures	X		A, R
An ability to recognise and encourage outstanding practice	X		A, I
Developing self and working with others			
Positive, solution focused mind set	X		A
Resilient and ability to excel under pressure	X		R, I
Experience of working in more than one key stage across secondary phase	X		A, I
Experience of delivering INSET	X		A, R
The ability to develop, empower and sustain teams and individuals	X		R, I
The ability to give and receive effective feedback and act to improve personal performance	X		R, I
Experience of making effective use of school to school support	X		A
Managing the Organisation			

An understanding of the principals of effective leadership and management, delegation and organisation	X		A, R, I
Experience of performance management	X		A, R
The ability to prioritise and manage time effectively	X		R, I
The ability to make decisions and act upon them	X		R, I
Experience of whole school budgets and financial management		X	A, I
Securing Accountability			
The ability to use a range of data to support, monitor and improve aspects of school life	X		R, I
Demonstratable experience of leading school improvement strategies and achieving strong student outcomes	X		A, R, I
Experience of effective school evaluation	X		A, R
The ability to acknowledge excellence and challenge performance that is not yet good	X		R, I
Strengthening the Community			
Experience of successful collaborative working with other organisations and agencies	X		A, R, I
The ability to work effectively with parents and carers to support their children's learning	X		A, R, I
The ability to listen to, reflect and act on community feedback	X		A, R
Personal Qualities			
Stamina	X		R
Excellent interpersonal skills	X		R, I
High expectations and aspirations	X		R, I
Level headedness	X		R, I
A sense of humour	X		R, I
Motivation and drive	X		R, I