



Deputy Headteacher

Pay Range L19-24

Job Description

The successful candidate will be expected to lead at a strategic level across the school in areas to be confirmed dependent upon the strengths of the candidate. There is also an expectation that the successful candidate will work across the Inspire Multi Academy Trust as the need arises.

KEY AREAS

Management:

- Lead, manage and develop middle leaders and Assistant Headteachers as appropriate.
- To maximise levels of achievement for all pupils in the school through ensuring good conduct and an adherence to Blue Coat expectations.
- To identify, plan and implement the aims of the school with the rest of the senior leadership team.
- To ensure monitoring, implementation and evaluation of identified aspects of the school so as to promote pupil progress and appropriate levels of attainment.
- To help develop the wider school curriculum to promote the development of the whole child.
- Keep abreast of current local and national educational developments and ensure effective dissemination amongst appropriate colleagues.
- To advise the Headteacher and senior leadership team on developments in given areas and on their potential impact on the school.

Student conduct and engagement:

- Oversee the management of student behaviour and attitudes to learning across the school ensuring that school expectations are consistently understood and applied.
- Further develop rigorous and robust systems and procedures to enhance school systems.
- Lead and manage middle and senior leaders as appropriate.
- To ensure efficient and effective administrative procedures are in place for the day-to-day running of the school as appropriate.
- Take a lead on whole school events as appropriate.
- Work closely with key stakeholders within the identified areas of responsibility.
- To maintain direct contact with external agencies as appropriate.
- To meet with parents and students as necessary.



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Strategic leadership and operational management to secure educational excellence:

- To contribute actively and substantially to building, communicating and implementing a shared vision for the school.
- To lead the planning, development and implementation of key areas of the school's improvement plan.
- To build capacity within the staff of the school to deliver and sustain the highest quality of provision and achievement for students across the school.
- To be accountable for effective project management of deadlines, engaging staff, delegating, holding areas accountable and securing resource to deliver the highest quality outcomes.
- To actively model and promote the values, vision and ethos of this Christian school which serves a multi-faith, multi-ethnic community.
- To be accountable for the continuing effective work of all staff for whom the post holder has responsibility, line-managing, training, mentoring and coaching staff as appropriate, to enable them to give of their best.

Significant contribution to the collaborative work of senior and system leadership:

- To deputise for the Headteacher as required.
- To lead, with other members of the SLT relevant policies across the school.
- To work with the Headteacher, Deputy, and Assistant Heads, to plan and organise the effective working of the SLT.
- To contribute at a high level to policy discussions and decisions on curriculum, assessment, pastoral management, safeguarding, staff development and training, finance and estates issues, staff recruitment, appointment and management.
- To be ready to take on new tasks and responsibilities within SLT as needs arise.
- To be informed about national policy, educational research and evidenced-based practice, and bring this to SLT for deliberation.
- To engage with commitment with the school's role in system leadership working collaboratively and productively with partners and managing the interface with the school, so that there is continuous benefit for pupils.
- To work alongside the Headteacher and SLT to develop the role of Blue Coat within the Inspire MAT, contributing to strategic discussions and maximising practical opportunities to become involved in the work of the trust at a senior level.

Staff management and development:

- To lead, develop and enhance the teaching practice of others through the line management process.
- To train, mentor and coach staff in the development of teaching, leadership and management skills.
- To contribute to and help lead school CPD.
- To monitor, renew and quality assure the areas specified in the individual's role, and respond in a structured way to identified needs.



Pupils and parents:

- To lead and develop a climate for pupils' learning and development that is warm, nurturing, with high expectations and clear, firm boundaries.
- To contribute to safeguarding policy and practice.
- To commit fully to and publicly advance the cause of equal opportunities and the right of every student to become the best they can be and are meant to be.
- To model restorative practice throughout.
- To work closely with parents and engage them in their children's progress. To make every effort to reach out to parents who do not engage with school.
- To support, with other members of SLT, the activities that pupils become involved in within the curriculum and in enrichment opportunities, and the staff who provide the opportunities for young people.

Other school responsibilities

- To lead whole-school assemblies as appropriate.
- To be a visible and accessible presence in and around school.
- To comply fully with the school's health and safety policy.
- To develop and promote policies and procedures that ensure that the school's ethos is reflected in every aspect of the school's work.
- To teach a limited timetable.
- Any other duties that might reasonably be required of a Deputy Headteacher.

To line manage:

- Middle Leaders as appropriate.
 - Department teams as appropriate.
 - Assistant Headteachers as appropriate.
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- Ensure that the Head teacher and Governors are well informed about the school's policies, plans and priorities, its success in meeting objectives and targets, and any future development needs.
 - Support the Headteacher in the deployment of staff and support those staff in their duties.
 - Maintain and develop positive and supportive relationships with staff, parents, community representatives and governors.

Meetings:

- To meet and work with the CEO of Inspire, Headteacher, Leadership Team, key colleagues and teams as appropriate.
- To attend, lead and contribute to team meetings as appropriate.
- To Chair and lead identified meetings and ensure the active contributions of staff to the effective delivery of planned programmes. It is also important to provide effective channels of communication, support, guidance and challenge for all staff and maintain clear expectations and high standards of professionalism and collaboration.



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- To work with the Headteacher and other members of the Leadership team in ensuring that the CEO and Governors have information in order to be able to evaluate the progress that is made in appropriate key areas.
- To attend full Governors meeting as appropriate.
- To attend external meetings as appropriate.

Other:

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To continue with one's own personal and professional learning in relevant areas and in education relating to the efficient and effective execution of responsibilities.
- To engage actively in the Appraisal process and the Performance Management of nominated staff.
- To undertake any reasonable task at the request of the Headteacher.

The description above is not intended to be prescriptive but represents the broad strands under which the job should be fulfilled. Specified tasks will be negotiated and agreed through appraisal and line management.

Closing date: 9am Friday 31st January 2020

Interview Days: 2 days. Wednesday 12 February and Thursday 13th February 2020

Blue Coat Church of England School and Music College is committed to safeguarding and promoting the welfare of children. Any offer of employment to the above post will be subject to receipt of a satisfactory disclosure from the Disclosure and Barring Service.