



Job Description	
Post Title:	Senior Deputy Headteacher
Responsible to:	The post holder is accountable to the Governing Body via the Headteacher
Grade and Terms and Conditions	L20-24
<p>Principal Responsibilities:</p> <p>To provide professional leadership and management for the academy that will promote a secure foundation from which to achieve high standards in all area of the academy's work.</p> <p>The Senior Deputy Headteacher will be required to undertake such duties as may reasonably be directed by the Headteacher from those described in the current School Teachers' Pay and Conditions and Teachers' Standards documents. In particular, the Senior Deputy Headteacher will be required to:</p> <ul style="list-style-type: none"> a. Deputise for the Headteacher; b. Assist the Headteacher: <ul style="list-style-type: none"> i. To produce and implement the School Improvement Plan adopted by the Governing Body; ii. In the identification and delivery of training and development needs of the staff of the academy in light of current curriculum changes; iii. In the production, implementation, monitoring and review of policies adopted by the Governing Body; iv. With Acts of Collective Worship and school assemblies; c. Act as a classroom teacher; d. Have specific strategic and operational responsibility for areas as agreed with the Headteacher. <p>The generic responsibilities which will be undertaken in support of the above work include the following, under the direction of the Headteacher:</p> <p>Strategic direction and shaping the future</p> <ul style="list-style-type: none"> a. Assist in translating the academy vision into agreed objectives and produce operational plans which will promote and sustain improvement, realising the challenging aims for the academy. b. Demonstrate the vision and values in everyday work and practice. Ensure that the values are upheld and practiced by the staff and students of the academy. c. Motivate and work with others to create a shared culture and positive ethos. d. Ensure that strategic planning takes account of the diversity, values and experience of the academy and the community. e. Enhance opportunities through partnerships between parents/carers, students, staff, the local community colleges, other HE and FE partners, the LA, other schools, voluntary organisations, other public bodies and employers. <p>Managing the Organisation</p> <ul style="list-style-type: none"> a. Support the creation of an organisational structure that reflects the academy's values and enables the management systems, structures and processes to work effectively in line with legal requirements. b. Produce and implement clear, evidence-based improvement plans and policies for the development of the academy, and the facilities as a centre of excellence. c. Ensure that, within an autonomous culture, policies and practice takes account of national and local requirements, policies and initiatives. d. Support the management of the academy's financial and human resources, using them effectively and efficiently to achieve the academy's educational goals and priorities. e. Support the recruitment, retention and deployment of staff appropriately and assist in managing their workload to achieve the vision and goals of the academy. f. Support performance management processes with all staff. g. Manage and organise the environment of the academy efficiently and effectively to ensure that the needs of the curriculum and health and safety requirements are met. 	

- h. Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all students and provide value for money.
- i. Support the implementation of a pastoral care system that focuses on each learner and supports academy improvement.
- j. Ensure learning is at the heart of all management decisions.

Leading Teaching and Learning

- a. Ensure a consistent and continuous academy-wide focus on students' achievement, using data and benchmarks to monitor progress in every young person's learning.
- b. Ensure that learning is at the centre of strategic planning and resource management.
- c. Promote a culture and ethos of challenge and support, where all students can achieve success and engage in personalised learning, supported by a curriculum offer appropriate to their individual needs, aspirations and abilities.
- d. Demonstrate and articulate high expectations and set challenging targets for the whole student body.
- e. Implement strategies that secure high standards of behaviour and attendance.
- f. Determine, organise and implement a diverse, flexible curriculum and implement an effective assessment framework.
- g. Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of students and the pedagogical skills of staff.
- h. Deploy technological resources effectively and efficiently in order to realise the aims of the academy.
- i. Monitor, evaluate and review classroom practice and promote improvement strategies leading to raised standards and progress.
- j. Monitor and evaluate the quality of teaching and learning to raise attainment and improve achievement.

Developing Self and Working with Others

- a. Regularly review own practice, set personal targets, taking responsibility for own personal professional development.
- b. Develop and maintain effective strategies and procedures for staff induction, professional development and performance reviews.
- c. Treat people fairly, equitably, with dignity and respect to create and maintain a positive culture and ethos.
- d. Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear lines of accountability exist in the delegation of tasks and responsibilities.
- e. Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- f. Build a collaborative learning culture within the academy and actively engage with others to build effective learning communities.
- g. Manage own workload and that of others to allow for an appropriate work/life balance.
- h. Lead, motivate, support, challenge and develop the Middle Leadership Team and through them all staff, providing effective induction, continued professional development and performance management in line with the academy's strategic plans.

Securing Accountability

- a. Fulfil commitments arising from contractual accountability to the Headteacher.
- b. Support the academy ethos, to enable everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- c. Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- d. Work with the Headteacher to support the Governing Body by providing information, objective advice and support to enable them to fulfil their responsibilities.
- e. Develop and present a coherent, understandable and accurate account of the academy's performance to a range of audiences including the governors, parents/carers and students.

Strengthening Community

- a. Support a culture and curriculum that takes account of the richness and diversity of the communities that the academy serves.
- b. Ensure students' learning is linked to real life experiences developing an understanding of enterprise and the world of business.
- c. Ensure a wide range of community-based, off-site and outdoor learning experiences are available.
- d. When appropriate, collaborate with other agencies in providing for the academy, spiritual, moral, social, emotional and cultural well-being of students and their families.
- e. Create and maintain an effective partnership with parents and carers to support and improve students' achievement and personal development.
- f. Seek opportunities to invite parents and carers, community figures, businesses and other organisations into the academy to enhance and enrich the academy and its value to the wider community.
- g. Working in partnership with relevant agencies to support the regeneration of the local community.

The Governing Body expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means that the postholder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.

COMMON DUTIES AND RESPONSIBILITIES:

Quality Assurance

To set, monitor and evaluate standards at individual, team performance and service quality so that the academy's requirements are met and that the highest standards are maintained.

To establish and monitor appropriate procedures to ensure that quality data are reported and used in decision making processes and to demonstrate through behaviour and actions a firm commitment to data security and confidentiality as appropriate.

Communication

To establish and manage the team communication systems ensuring that the academy's procedures, policies, strategies and objectives are effectively communicated to all employees.

Professional Practice

To ensure that professional practice in the academy is carried out to the highest standards and developed in line with the academy's stated objectives of continual improvement in quality of its service to internal and external customers.

Health and Safety

To ensure that the Health and Safety policy, academy arrangements and procedures as they related to areas, activities and personnel under your control are understood, implemented and monitored.

General Management (where applicable)

To provide vision and leadership to employees within a specialist team, ensuring that effective systems are in place for workload allocation and management, the application of the academy's policies and procedures, including those relating to equality, supervision and appraisal and all aspects of their performance, personal development, health and welfare.

Financial Management (where applicable)

To manage a designated budget (as required) ensuring that the academy achieves value for money in all circumstances through the monitoring and control of expenditure and the early identification of any financial irregularity.

Performance Management

All employees will receive appraisals and it is the responsibility of each employee to follow guidance on the appraisal process.

Equality and Diversity

To ensure our commitment is put into practice we have an equality policy which includes responsibility for all employees to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations.

Confidentiality

All employees are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.

All employees must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and using academy information assets. The academy has a Personal Information Security Policy in place.

Induction

The academy has in place an induction programme designed to help new employees to become effective in their roles and to find their way in the academy.

Safer Recruitment

This academy is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment.

The above is not exhaustive and the postholder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Headteacher.