



POSITION DESCRIPTION

Position Title:
Reporting to:

Deputy Head
Head of Secondary

PURPOSE

The Deputy Heads will contribute to the strategic leadership and management of the secondary school and play a lead role as part of the Secondary Leadership Team (SLT) and the Whole School Strategic Team (WSST) in the development of the school's learning culture.

SPECIFIC RESPONSIBILITIES

Learning and Teaching

- Support Assistant Heads, Heads of Year and Faculty leaders in developing, monitoring and evaluating Team Goals that incorporate key strategic priorities
- Work as part of the SLT to ensure an appropriate range of curriculum options exist through the design of the timetable to meet the needs of GIS students and our Student Vision
- Work with key teams to make a significant contribution to raising the quality of teaching and learning so that it meets the needs of all learners and maximises student achievement
- Implement systems to monitor and evaluate the quality of teaching and learning. Provide assessment to identify, share strengths and offer support in areas of concern
- Work with key teams to improve existing frameworks and guidelines to map and evaluate curriculum impact
- Work with the Assistant Heads to develop effective target setting and intervention systems
- Work collaboratively with the Director of Personalised Learning and the Primary Deputy Heads to ensure an effective through school programme

Leadership and Management

- Lead, manage and develop key members of the Middle Leadership Team
- Model outstanding learning and teaching in own classroom practice (6 periods a week)
- Work in teams to create and maintain an effective learning environment which promotes and secures good teaching, effective learning and enables all students to achieve their full potential
- Work in teams to create and maintain an effective partnership with parents and staff to support and improve students' achievement and personal development



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- Work as a named child protection officer in a team of 5 across the school handling CP disclosures and reports
- Be committed to own professional development and enhance capacity to deal with the complexity of the role
- Identify opportunities within the school community to enhance and develop opportunities for students to learn more effectively, develop their holistic skills and wellbeing and overall preparedness for lifelong learning
- Identify and lead opportunities to build the capacity and confidence of colleagues in their personal practice and leadership skills
- Take on the management of different systems within the secondary school as appropriate

POSITION SPECIFICATIONS

MINIMUM ACADEMIC/PROFESSIONAL QUALIFICATION

Appropriate teaching degree

RELATED EXPERIENCE

Minimum 5 years teaching experience

COMPETENCIES (KNOWLEDGE, SKILLS & ABILITIES)

- Have a proven track record of outstanding practice
- Have a growth-mindset looking to continually improve
- Be able to engage, motivate and support children, staff and parents
- Be a reflective, flexible practitioner with the ability to think creatively and take risks
- Have an advanced ability to use ICT to support and enhance learning within the classroom
- Have the interpersonal skills needed to work successfully within teams
- Have a strong learning-focused philosophy
- A working knowledge of GoogleApps and the confidence to work in classrooms with iPads would be an advantage

COMPETENCIES (BEHAVIOURAL)

- Excellent, caring student-centred educator
- The ability to work collaboratively, as part of a team
- The ability to react well under pressure
- Excellent organizational skills
- High standards of dress, punctuality and attendance



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This job description may be adapted to best fit the skills and needs of the appointed candidate. Over time, the job description may be modified through consultation between the post holder and the management.

Acknowledgement	Signature	Date
Manager's Name		
Employee's name		