**Brentside High School**

Learning and Achieving Together



**DEPUTY HEADTEACHER: TEACHING AND LEARNING AND PROFESSIONAL DEVELOPMENT**

**JOB DESCRIPTION**

**Core Purpose:**

To provide outstanding leadershipas an integral part of the Senior Leadership Team at Brentside High School, supporting the highest aspirations and achievements of all members of our school community, ‘No exceptions, no excuses’.

**Specific Duties are to:**

* Work in close collaboration with the Headteacher, Deputy Headteachers and Leadership Team to lead the school’s continued development, recognising the strengths and the areas of opportunity within current practice and engaging the contributions of all stakeholders;
* Establish and sustain high-quality teaching across all subjects and key stages, based on evidence;
* Ensure teaching across the school is underpinned by subject expertise;
* Ensure that policies relating to teaching and learning are regularly updated;
* Oversee the Professional Development (PD) programme for all staff, ensuring all staff have access to PD opportunities and that the system for PD is evaluated and provides value for money;
* Ensure that the Early Career Framework is effectively implemented for all Early Career Teachers;
* Carry out duties as Professional Co-ordinating Mentor for Initial Training Teachers;
* Ensure staff have access to appropriate, high standard professional development opportunities;
* Oversee the Performance Management and Appraisal process for all staff;
* Lead arrangements made in accordance with the regulations for appraisal of teachers in school;
* Support and recognise the work of linked assistant headteachers and middle leaders;
* Advise and assist the Governing Body as required in the exercising of its functions including attending and presenting at Governing Body meetings and writing reports.

**General Duties include to:**

* Be a strong, collaborative, well-informed, credible and solution-focussed school leader;
* Work within the Senior Leadership Team to create, implement and review whole school policies and procedures;
* Adopt a high profile amongst staff and students, promoting high expectations and achievements;
* Promote Equal Opportunities at the school;
* Facilitate the smooth day to day running of the school as a positive, vibrant learning environment where all students are encouraged to take responsibility for their own learning and behaviour;
* Ensure communication systems are effective and understood by all members of the school community;
* Attend/effectively lead meetings in accordance with role and responsibility;
* Develop partnership working with governors, local authority staff, local and wider community and outside agencies as appropriate, and contribute to Governing Body and other meetings as required;
* Represent and promote Brentside High School both internally through assemblies and meetings with families and visitors, and externally within the local community including other schools, the local authority and other agencies, as relevant;
* Demonstrate leadership by setting an example in interpersonal relationships with staff and students;
* Recognise and celebrate the unique and diverse make-up of our school community;
* Share responsibility for all aspects of day-to-day management of the school;
* Performance manage colleagues;
* Ensure that the management, finance, organisation and administration of the school supports its vision and aims;
* Participate in and lead on as appropriate, the appointment of staff;
* Lead on aspects of whole staff continued professional development as appropriate;
* Undertake any professional duties delegated by the Headteacher and deputise for the Headteacher as and when required.

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the duties listed above are in no order of priority and are not exhaustive. The job description or the duties therein may vary or be amended from time to time without changing either the level of responsibility or the financial remuneration associated with this post.



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**PERSON SPECIFICATION**

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| --- | --- | --- | --- |
|  **Attributes** | **Essential** | **Desirable** | **Evidence**  |
| **Education, Training and Qualifications** | Qualified Teacher Status Good Honours degree Evidence of recent and relevant further professional development  | Higher degree or NPQH  | Application form |
| **Experience and Knowledge** | ***Knowledge of:***Current educational issues, including those relating to teaching, learning and assessmentThe National Curriculum requirements relevant to whole school curriculum provisionThe Ofsted inspection frameworkWhole-school self-evaluation processesAppraisal and Performance Management ***Experience of:***Excellent contribution to and performance as a member of a senior leadership teamSuccessful teaching experience in at least two secondary schools Using data to set targets, monitor progress and evaluate performanceLeading teams and individuals effectively Implementing strategies and interventions to raise achievement and standards Effectively tackling under-performance in staff and students Developing and implementing school wide systems to improve the quality of teaching and learningEffective working with a variety of stakeholders such as students, parents, governors and the wider community Experience of positively and effectively leading change  | Experience of:Leading on teaching and learning Leading on professional development of all staff The role of Professional Coordinating MentorPresenting data in a range of formats for different audiences School Development and Improvement planning within a secondary school   | Application form InterviewReference |
| **Skills and Abilities** | ***Ability to:***Inspire, challenge and motivate others Anticipate problems and develop creative solutions Adapt and learn new skills Manage change and conflict and empower others Build and maintain positive and productive relationships with colleagues, parents/carers and other stakeholdersAssert authority without creating confrontationAnalyse a range of information and distil from it the most significant strands Plan and think strategically Support and monitor the work of more than one team Set and achieve ambitious, challenging goals and targets for self and others Listen to and reflect on feedback Prioritise, plan and organise self and others Inspire the confidence and trust of othersMake a differenceArticulate a clear vision and philosophy of education Work independently and as part of a team Show good judgement under pressure***Skills:*** Outstanding classroom teacher and role model Excellent behaviour management skills, both within the classroom and beyond Excellent presentation skills High level of verbal, written and ICT skills Good reasoning powers and ability to make balanced judgements in a variety of situations High level organisational and administrative skills | Ability to:Represent school at a local and national level Collaborate with others within and beyond the school  | Application formReferences Interview Specific tasks at interview  |
| **Drive and Ambition** | Ambitious for the school and selfRelentless optimism and resilienceGenuine concern for the welfare of staff and students  |  | Application form References Interview |
| **Personal Qualities** | A strong sense of loyalty, integrity, enthusiasm and dynamism A strong sense of professionalism, commitment to upholding standards and setting an appropriate example Commitment to safeguarding and promoting the welfare of children and young people Ability to work under pressure and to accept the demands and challenges of the post and respond in a flexible, solution-focussed manner  |  | References Interview |