

## JOB PROFILE

<b>Job Title:</b>	Deputy Headteacher	<b>School/Department:</b>	Harrogate Grammar School
<b>Salary Grade:</b>	L20 - 24	<b>Working Hours:</b>	Full time
<b>Contract Type:</b>	Permanent	<b>Location:</b>	Harrogate

**Responsible to:** Headteacher

### Role summary:

With overall responsibility for behaviour, attitudes, safeguarding and personal development, this is a significant opportunity to lead in a large comprehensive school that aims to unlock the potential in every child. Working with humility, reflection and a commitment to excellence for both students and staff, you will work with the Headteacher and Associate Headteacher to set the aspirational overall strategic vision for the school and to deliver the wider Trust goals. This is an exciting opportunity to be a cultural architect in a friendly and positive culture. A compassionate and inspirational leader, you strive to fulfil our core purpose of 'excellence for all'. You thrive on inclusion and unlocking the potential in every child.

**Red Kite Learning Trust is committed to safeguarding and promoting the welfare of students and expects all colleagues and volunteers to share this commitment.**

### Special conditions of service:

No smoking policy, including e-cigarettes and vaping.

### Role specific responsibilities:

- Working intuitively and collaboratively with the Headteacher and Associate Headteacher in the overall strategic leadership of the school
- Overall leadership of pastoral teams, attendance and Assistant Heads of Lower and Upper School
- Overall leadership and responsibility for all aspects of personal development (years 7-11)
- Responsible for the standards in behaviour across the main school (years 7-11), delivering on agreed strategies and targets for engagement and improvement
- In line with our REACH values, lead and drive standards to create a culture that enables staff and learners to excel, a climate where high achievement is an expectation for all
- Responsible for our inclusion support strategy to enable all learners to participate in the curriculum, maximising their progress
- Working closely with faculties to ensure high quality interventions are in place to support targeted groups and maximise outcomes for all students
- Overall lead for all admissions, Year 6/7 transition and primary school liaison (over 40 feeder schools)
- Overall lead for the disadvantaged strategy working towards our ambitious target of zero gaps
- Strategic responsibility for vulnerable groups such as pupil premium, SEND and other groups



- Represent the school in Fair Access Panels, ensuring the interests of the student and the wider school community are supported
- Fulfil the role of Senior Designated Safeguarding Lead for the whole school, working closely with our Trust Safeguarding Lead
- Responsible for the E safety compliance and culture across the whole school
- Fulfil the role of Senior Mental Health (and wellbeing) Lead in the school ensuring curriculum and Pastoral provisions deliver on strategy and agreed outcomes
- Develop effective and supportive links with parents through various opportunities and every day interactions. Also represent the school as a link with the Parent Teacher Association
- Develop effective links with partnerships and agencies, ensuring representation of the school supports the best interests of all stakeholders
- Overall line management of learning support, monitoring and ensuring exemplary provision for our most vulnerable students

### **General Senior Leader Responsibilities**

- Fulfil this leadership role in accordance with our Trust Values and specifically in accordance with our [Leadership Charter](#)
- Share best practice and ensure staff promote interest, enjoyment and passion for learning;
- Ensure teaching and assessment is effective and consistent and that school policies and procedures are followed;
- Ensure students are supported effectively in relation to behaviour management and pastoral support.
- Work with the wider SLT on strategic planning and formulating, disseminating and implementing whole school policies and initiatives;
- Lead on significant areas of whole school responsibility as identified by the Headteacher;
- Assist the Headteacher/Associate Headteacher with shaping the vision, aims and direction of the school, setting out very high expectations;
- Assist in the leadership, implementation and review of the school's self-evaluation framework;
- Work with the Headteacher/Associate Headteacher in developing external relationships in support of the school and promoting a positive image of the school in the community;
- Manage the budgets for specific areas of the school's activity;
- Work in accordance with the school values and our core purpose of excellence for all;
- Attend and participate in training, meetings, open evenings, student performances and other after school activities as requested;
- Supervise students at lunchtimes, before and after school as required;
- Support the PTA and the Governing Body in their work with the school;
- Deputising for other members of the SLT as necessary.

### **RK People responsibilities:**

- Contribute to the overall aims and values of our Trust, appreciate and support the roles of other members of the wider team and attend and participate in relevant meetings as required.
- Comply with all Trust policies and procedures including child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person.
- Contribute to ensuring safeguarding procedures are in place and used effectively at all times.

The role holder must demonstrate a flexible approach to the delivery of the role. Consequently, the role holder may be required to perform work not specifically identified in the job profile, but which is in line with the general scope, grade and responsibilities of the role.



## Our Trust Mission

Nurturing ambition, delivering excellence and enriching children's lives.



## Our Trust Values



### Collaboration

We pull together to deliver the best outcomes for every child in every school, working with professional generosity and openness for the common good. We share joy in our achievements - personal and collective.



### Integrity

We put ethical leadership and excellent governance at the heart of our Trust, serving our schools and communities with fairness, honesty and transparency and a hunger for social justice.



### Respect

We champion equity, equality and diversity. We treat our children, families, staff and partners with respect and kindness - modelling our values and wanting the very best for each other.

## Our Trust Goals



### We champion learning

Learning together creatively with a rich and broad curriculum, where great teaching and confident reading are fundamental to enriching children's lives.



### We promote wellbeing

Ensuring the wellbeing of every child and member of staff in our Trust.



### We invest in our people

Supporting every member of staff throughout their career to be the best that they can be.



### We innovate with technology

Enabling all learners to harness technology, ensuring all have access at home, and innovating with technology for learning.



### We are our Trust

Growing together collaboratively we will strengthen our Trust for the benefit of our children, our staff, our communities and our environment.

## PEOPLE PROFILE

Aptitudes and Characteristics	Essential	Desirable
Experienced senior leader with strong evidence of impact in all aspects of behaviour and personal development	*	
Ability to lead with humility, reflection and an absolute commitment to excellence for all	*	
Skilled classroom practitioner	*	
Highly effective communication skills	*	
Ability to forge and maintain educational partnerships externally	*	
Ability to analyse performance data and propose improvements, implementing actions as desired	*	
Passionate belief in the ability of every student to achieve	*	
A clear educational vision and sense of direction	*	
Exceptional organisational skills and high levels of self-motivation	*	
Self-confidence, positivity and the ability to stay calm	*	



Ability to work under pressure and to meet deadlines	*	
Ambitious for students and self-development	*	
A demonstrable commitment to the wider life of a school	*	
<b>Qualifications, Knowledge and Experience</b>	<b>Essential</b>	<b>Desirable</b>
Degree level qualification in related subject plus PGCE	*	
Further post graduate study and leadership training		*
Up to date knowledge of Ofsted evaluation criteria	*	
Experience of more than one school		*
Experience of managing whole school improvement in a secondary school		*
Experience in raising standards at middle leadership level	*	
Experience of monitoring and developing teaching and learning	*	
Experience of curriculum development		*
Experience of quality assurance	*	
Experience of leading, motivating, coaching and monitoring other members of staff	*	
Experience of leading training and development activities for staff	*	
Experience of managing students with challenging behaviour	*	
Up to date knowledge of curriculum related issues 11-19	*	
Competent in ICT including analysis of performance data and knowledge and application of MIS	*	
Detailed knowledge of pedagogical practice in relation to Teaching and Learning	*	
Thorough understanding of best practice in raising student attainment	*	
Knowledge of current guidance and regulations in relation to inclusion and safeguarding	*	
<b>Safeguarding and Promoting the Welfare of Students</b>	<b>Essential</b>	<b>Desirable</b>
Work in accordance with the school policies and guidance on Safeguarding/Child Protection.	*	
An appropriate motivation to work with children and young people	*	



Ability to maintain appropriate relationships and personal boundaries with children and young people	*	
Emotional resilience in working with challenging behaviours and appropriate attitudes to the use of authority and maintaining discipline	*	

