

Deputy Headteacher Job Description

RESPONSIBLE TO: Headteacher

KEY RESPONSIBILITIES OF THE POST

- Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD)
- Undertake all professional duties of the Headteacher in the event of her absence, as required
- Help to formulate and review the aims and objectives of the school
- Establish policies to promote high standards
- To raise standards of student attainment achievement across the school
- Manage staff and resources
- Monitor and evaluate the progress of policies
- Undertake professional duties of the Headteacher as delegated
- Provide leadership to ensure high quality education for all and improved standards of learning and achievement
- Support the Headteacher in creating, establishing and managing the aims, vision and values of the school in partnership with students, staff and governors
- To make a significant contribution to school improvement
- To take responsibility for key areas of school development to raise the attainment, progress and personal development of our students
- Be an ambassador for the school
- Under the overall direction of the Headteacher play a lead role:
 - in formulating the aims, objectives of the school and establishing the policies through which they are to be achieved
 - in implementing the curriculum for all pupils and monitoring standard of progress towards achievement
 - proactively manage staff and resources
- Strategic lead and Co-ordinator of the whole school Quality Assurance programme
- Overall responsibility for standards across the curriculum
- Strategic Lead of middle leaders and middle leadership across the school
- Carry out the professional duties of a teacher as required
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school

KEY REQUIREMENTS AND EXPECTATIONS OF THE ROLE

Shaping the Future of the School

- In partnership with the Headteacher and governors establish and implement an ambitious vision and ethos for the future of the school
- Play a leading role in the school improvement and school self-evaluation planning process
- In partnership with the Headteacher manage school resources
- Devise, implement and monitor action plans and other policy developments
- Lead by example to motivate and work with others
- In partnership with the Headteacher, lead by example when implementing and managing change initiatives

- Promote a culture of inclusion within the school community where all views are valued and taken in to account

Leading Learning and Teaching

- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community
- Work with the Headteacher to raise standards through staff performance management
- Lead the development and delivery of training and support for staff
- Lead the development and review of all aspects of the curriculum including planning, recording and reporting, assessment for learning and the development of a creative and appropriate curriculum for all pupils
- Work in partnership with the Headteacher in managing the school through strategic planning and the formulation of policy and delivery of strategy, ensuring management decisions are implemented
- With the Headteacher, lead the processes involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school, including lesson observations to ensure consistency and quality
- Ensure the systematic teaching of basic skills and recording of impact is consistently high across the school
- Develop, review systems to ensure robust evaluation of school performance, progress data and actions to secure improvements comparable to appropriate national standards
- Work with the Q&A Director to develop, review systems to ensure robust evaluation of school performance, progress data and actions to secure improvements comparable to appropriate national standards
- Ensure through leading by example the active involvement of pupils and staff in their own learning

Developing Self and Working with Others

- Support the development of collaborative approaches to learning within the school and beyond
- Organise and support the induction of staff new to the school and those being trained within the school
- Act as an induction co-ordinator for NQTs and have responsibility for students on teaching practice and those undertaking work experience, as appropriate
- Participate as required in the selection and appointment of teaching and support staff, including overseeing the work of supply staff/trainees/volunteers in the school in the absence of the Headteacher
- Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn
- Take responsibility and accountability for identified areas of leadership, including statistical analysis of pupil groups, progress data and target setting
- Work with the Headteacher to deliver an appropriate programme of professional development for all staff including quality coaching and mentoring, in line with the school improvement plan and performance management
- Lead the annual appraisal process for all identified support and teaching staff

Managing the Organisation

- Lead regular reviews of all school systems to ensure statutory requirements are being met and improved on where appropriate

- Ensure the effective dissemination of information, the maintenance of and ongoing improvements to agreed systems for internal communication
- Working with the Headteacher, undertake key activities related to professional, personnel/HR issues

Strategic/ Operational Planning:

- Assist the Headteacher in leading and managing the creation and implementation of a strategic plan for securing school improvement, which identifies priorities and targets for ensuring that students achieve high standards and make progress
- Create a positive ethos and provide educational vision and direction, which secures effective teaching, successful learning, achievement by students and sustained improvement in their development
- Assist the Headteacher in ensuring that students have access to a broad, balanced and relevant curriculum, which contributes to their development and provides appropriate preparation for adult life
- Develop, implement and review the school's policies appropriate to the delegated areas of responsibility
- Ensure that effective systems are in place to meet the needs of the students and that they are co-ordinated, monitored, evaluated and reviewed.
- Lead by example, provide inspiration and motivation, vision and purpose in line with the aims of the school
- Support the Headteacher in ensuring that all those involved in the school are committed to its aims and are accountable in meeting objectives and targets, which secure the educational success of the school
- Lead on the day-to-day management within school, including the effective deployment of staff and physical resources
- Analyse and interpret relevant data, research and inspection evidence to inform the Headteacher and other audiences
- Provide information, objective advice and support to the Headteacher and Governing Body.

Curriculum Provision

- Liaise with subject leaders to ensure the delivery of appropriate, comprehensive, high quality and cost-effective curriculum programmes which complement the School Improvement Plan and key priorities
- Ensure opportunities to promote students' spiritual, moral, social and cultural development
- Be accountable for the development and delivery of curriculum areas as delegated by the Headteacher.

Curriculum Development

- Create and maintain a climate to secure good teaching, effective learning, high standards of achievement, good behaviour and enable teachers and other staff to meet standards
- Assist the Headteacher in determining, organising and implementing the curriculum and its assessment as well as monitoring and evaluating them
- Monitor and evaluate the quality of teaching and standards achieved by all students, within delegated areas and meet challenging and realistic targets for improvement
- Create and promote strategies for developing inclusion practice, including those involving race relations

- Assist the Headteacher in ensuring that improvements in literacy, numeracy and ICT are priority targets for all students, including those with SEN.

Staffing

- Lead professional development of staff through example
- To advise the Headteacher on staffing matters
- Motivate and enable all staff to carry out their roles to the highest standard through high quality continuing professional development based on assessment of needs
- Assist the Headteacher in ensuring that trainee and newly qualified teachers are appropriately trained, monitored, supported and assessed in relation to the standards for QTS and Induction
- Promote teamwork and motivate staff to ensure constructive working relationships.
- Implement performance management arrangements in line with school policy.
- Participate in the interview process for posts when required and ensure effective induction of new staff in line with the school's policy
- Support the Headteacher in ensuring that professional duties and conditions of employment of teachers and support staff are fulfilled.

Leadership of learning, personal development, professional development

- Be an inspirational teacher with a proven record in teaching at secondary level
- Have vision, enthusiasm and creativity
- Demand ambitious standards for all children striving to overcome disadvantage and advancing equality within our school and community
- Instill a strong sense of accountability in our staff for the impact of their work on the progress our children make and the individual achievements of all our children
- Secure excellent teaching through an analytical understanding of how children learn and of the core features of successful classroom practice.
- Promote and encourage creativity and innovation in pedagogy within a curriculum that meets the needs of all our children.
- Establish an educational culture of 'open classrooms' as a basis for sharing best practice where our staff are motivated and encouraged to develop their own skills and subject knowledge and to support each other.
- Experience and ability to improve teaching and learning through effective monitoring, evaluation, and training in effective practice
- Track record in improving provision and raising achievement over time
- Experience and ability to secure high standards re: student's personal development, behaviour, attitudes to learning, and positive engagement in their education
- Successful record of using feedback and data effectively to raise achievement for students and improve staff effectiveness
- Ability to ensure that curriculum provision is appropriate to the needs of all students
- Experience in and ability to provide effective professional development for staff
- Experience of leading others, working in a team, bringing others on
- Contribute to whole school CPD
- Evidence of leading change and its impact.

Quality Assurance

- Assist the Headteacher in monitoring, evaluating and reviewing the effects of policies, priorities and targets of the school in practice, and take action as necessary
- Assist the Headteacher in monitoring, evaluating and reviewing the effects of the school improvement plan to secure progress and school improvement

- Ensure the effective operation of quality control systems
- Contribute to the school procedures for lesson observation
- Implement school quality procedures and to ensure adherence to those as delegated by the Headteacher
- Assist the Headteacher in developing, implementing and reviewing the monitoring and evaluation of the curriculum in line with agreed school procedures including evaluation against quality standards and performance criteria
- Support the Headteacher in ensuring that resourcing and staffing are dedicated to promoting the highest standards of achievement for all students
- Think creatively and imaginatively to anticipate and solve problems, identify opportunities and implement modification and improvement where required
- Work effectively with the Headteacher to ensure that our school's quality assurance systems, organisation and processes are well considered, efficient and fit for purpose
- Promote the value of a safe, calm and well-ordered environment for all our children and staff, focused on safeguarding children and developing their exemplary behaviour in school and in the wider community
- Ensure that quality assurance systems and self-evaluation measures for managing the performance of all staff are well understood by colleagues and effectively used to improve, promote and value excellent practice. As a Senior Leader the Deputy Headteacher will support the Headteacher in addressing any under-performance within our school
- Work effectively with the Headteacher to actively support the governing board to understand its role and deliver its functions effectively – in particular its functions to set school strategy and hold staff to account for the achievements of our students
- Develop a thorough understanding of curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of our children's achievements and the sustainability of our school
- Work with the Headteacher to promote distributed leadership throughout our school to create teams where colleagues have distinct roles and responsibilities and are able to hold each other to account for their decision making
- Work with other senior leaders to monitor progress and attainment and implement personalised intervention programmes
- Ensure students with special educational needs have adequate provision to meet their individual targets and make maximum progress
- Collate, analyse and interpret attainment and progress data.

Management of Resources

- Assist the Headteacher to recruit staff of the highest quality
- Work with senior colleagues to deploy all staff effectively in order to improve the quality of education provided
- Maintain existing resources and explore opportunities to develop or incorporate new resources from sources inside and outside the school.

Pastoral System

- Support the Headteacher in ensuring that effective mentoring systems are in place to support student progress and achievement
- As delegated by the Headteacher, lead and manage teams of managers to develop and implemented pastoral systems
- Implement the Behaviour for Learning Policy so that effective learning can take place.

PERSONAL QUALIFICATIONS, SKILLS AND ATTRIBUTES

Qualifications

- Qualified Teacher Status
- Graduate (good honours degree)
- Recent relevant professional development whole school
- Contributed to whole school initiative or CPD and made a significant impact.

Personal Attributes

- High level of emotional intelligence, able to establish effective relationships
- Strong sense of moral purpose and a belief that all children and young people can achieve
- Credibility, stature, presence, confidence, optimism
- Strength of character
- Strength of purpose
- High degree of personal integrity
- Energy, enthusiasm, commitment, resilience
- Ability to communicate effectively with a wide range of audiences
- Drive for high standards, coupled with personal humility.

Leadership and experience:

- Able to articulate vision, ethos values and secure active support to translate them into effective practice
- Provide leadership by example, modelling the ethos and values of the school
- Able to lead staff effectively – inspire and motivate, empower, support and challenge to deliver improvement and excellence in all areas of provision
- Contribute to school self-evaluation
- Contribute to the school improvement plan
- Developing, planning, leading monitoring and evaluating on relevant whole school initiatives
- Contribute to the provision of a calm and well-ordered environment in which students model good behaviour and can thrive and achieve
- Contribute to all aspects of safeguarding
- Manage budgets responsibly and be able to account for spending and decisions
- Prepare evidence and reports as requested by the Headteacher and for the governing body
- Able to lead, build, and develop teams to promote effective leadership at all levels
- Attend and make a positive and proactive contribution to SLT meetings Experience and effectiveness in delegation, prioritising, exercising intelligent accountability, monitoring, evaluating and improving practice and performance
- Lead by example and work as part of thriving school community
- Can inspire, motivate and develop others
- Undertake relevant and required duties in line with other members of SLT
- Liaise with other professionals in order to develop best practice and support the school to be outward and forward thinking
- Keep up to date with current practice in education and progress your own professional development.

Management Skills

- Effective strategic planning, excellent organisational skills, and the ability to secure effective implementation of plans
- Ability to manage finances efficiently and ensure alignment between school priorities and resources
- Knowledge of current educational issues, policies, legislation and ability to evaluate implications
- Ability to work under pressure, demonstrate resilience and optimism
- Ability to ensure systematic, accurate self-evaluation, setting of priorities and targets in all areas
- Ability to work effectively with governors – welcome challenge and support
- Support staff in achieving the priorities of the school and monitoring progress towards reaching them
- Evidence of holding people to account.

This job description is not exhaustive and the specific roles will be determined by the skill set of the post holder and the need of the school at any given time. The post and the role will be reviewed on a regular basis with the Headteacher and may be subject to change.

equality

opportunity

inclusion

achievement