



## **JOHN PORT ACADEMY JOB DESCRIPTION**

**POST TITLE:** Deputy Headteacher

**SALARY:** Within a 5 point range from L18 – L23 depending on experience and expertise of candidate

**RESPONSIBLE TO:** Headteacher

### **PURPOSE OF THE JOB:**

To support the Headteacher and Senior Team in the strategic and operational leadership and management of the Academy, promoting its ethos and culture and acting as an ambassador for the Academy. With other members of the senior and extended leadership team, the Deputy Headteacher will undertake a range of organisational and supervisory duties and to discharge routine leadership functions such as taking assemblies, dealing with student behavioural issues and line managing other staff. With training if necessary, the Deputy Headteacher should be able assume responsibility and deal with day to day matters in the absence of the Headteacher. In addition, senior leaders are expected to make a contribution the Spencer Academies Trust, and support, where necessary, any of our Trust Schools.

### **Corporate Responsibility**

Every member of the Leadership and Extended Leadership Team:

- Has safeguarding at the heart of everything they do
- Seeks opportunities to push the Academy to the forefront of educational practice
- Fully exploits the greater degree of autonomy afforded by Academy status for the benefit of students and staff working at the Academy
- Continues to develop the ethos of the Academy and to champion innovation
- Undertakes such actions as are necessary to carry out designated whole Academy roles effectively and to a high standard
- Provides a highly effective and efficient service for staff and students
- Uses their influence with staff and students to promote high standards and expectations of academic work, behaviour and attitudes within the Academy
- Fosters and sustains a culture of enterprise and creativity in all aspects of the Academy's operation
- Contribute to outreach school improvement within The Spencer Academies Trust.

**The specific responsibilities of the post will be depend on the strengths of a successful candidate, as current staff are willing and able to rotate roles. Whilst these are not exhaustive and we welcome other areas of strength, the following are areas in which we are developing greater expertise for succession planning:**

- Teaching and learning
- Strategic acceleration of progress for key stage 3 cohorts, particularly for students not yet 'secondary ready' and high prior attainers
- Inclusion, including a focus on disadvantaged learners as well as SEND
- Quality assurance of aspects of the Academy, including direct line management of curriculum leaders
- Leadership and management of a key area of the school, for example - the sixth form
- Curriculum design, timetabling and organisational skills

In addition, we would welcome further expertise in areas such as:

- Leading and managing whole Academy projects and seeking opportunities for business and other initiatives under Academy freedoms
- Quality assurance and writing of the SEF
- Ofsted and evaluation skills especially, but not exclusively, of Teaching and Learning
- Leading and providing training and support for potential leaders, teachers and support staff GTPs, PGCEs and other trainees
- Use of financial & curriculum planning tools
- Leading behaviour for learning across the school
- Performance management
- Promoting the ethos of inclusion and challenge to reinforce the culture of high expectations
- Student well-being and care and discipline matters are addressed in ways which remain faithful to the ethos and philosophy of the Academy.
- Leading and managing G & T and developing higher order thinking skills across the school.

We welcome new ideas and other areas of expertise. These can be narrowed down through discussion with an appropriate candidate.

The post has arisen due to the promotion of one of our Deputy Headteachers to the post of Head of School in a new Free School.

September 2017