



## TREVELYAN MIDDLE SCHOOL – Job description

<b>Job title</b>	Deputy Head of School
<b>Line managed by</b>	Head of School
<b>Pay &amp; Conditions</b>	

### JOB PURPOSE

- Support the Head of School, to provide professional leadership which secures, in consultation with the Governing Body, the success and improvement of the school, ensuring high quality education for the pupils and continually improving standards of achievement
- Take responsibility for child protection issues as appropriate
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school
- Play a lead role in formulating the aims & objectives of the school and establishing the policies through which they are to be achieved
- Provide professional leadership and management of the school, raising standards of learner attainment, achievement and well-being through monitoring and supporting learner progress across the curriculum and pastoral structures of the school in accordance with the strategic plan
- Assume responsibility for the discharge of the Head of School's functions at Upton Court Grammar School any time when they are absent from school
- Support the ethos and aims of Pioneer Educational Trust.

### KEY AREAS OF IMPACT

The following key areas of impact are to be conducted in addition to those of the main scale teacher.

#### Strategic Direction:

- In partnership with the Head of School, Trust Leadership Team 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;
- Devise, implement and monitor action plans and other policy developments;
- Lead by example to motivate and work with others;
- In partnership with the Head of School, 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;
- Work with the Head of School in developing the policies and practice, which promote inclusion, equality and the extended services that the school offers;
- Develop and maintain contact with all specialist support services as appropriate;
- Promote the positive involvement of parents/carers in school life;
- Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties;
- Strengthen partnership and community working;
- Promote positive relationships and work with colleagues in other schools and external agencies;
- Work in partnership with the Head of School in managing the school through strategic planning and the formulation of policy and delivery of strategy, ensuring management decisions are implemented;
- Be an excellent role model for both staff and students in terms of being reflective and demonstrating a desire to improve and learn;



- Take responsibility for promoting and safeguarding the welfare of children and young people within the school;
- Support the creation and implementation of the school's strategic plan and take responsibility for appropriately delegated aspects of it;
- Monitor and evaluate the performance of the school and its achievements, responding and reporting to the Head of School as required;
- Support the Head of School and staff in the review, implementation, development monitoring of whole school policies which promote the school's values, aims and objectives;
- Monitor standards and ensure effective systems are in place for Quality Assurance;
- Liaise with the Governors, when appropriate, to facilitate their overview of school management;
- Monitor and evaluate systems leading to the development of effective teaching and learning;
- Create, maintain and enhance effective relationships with all stakeholders including parents;
- Take responsibility for other aspects of whole school leadership as negotiated with the Head of School and Trust Leadership Team.

### **Main Duties and Responsibilities:**

#### Teaching and Learning:

- Contribute significantly to the analysis of a range of performance data for students within the School, using this to inform development planning;
- Work with key staff associated with the enrichment opportunities to plan the delivery of an appropriate enrichment curriculum for students within the school;
- Work with the Head of School to raise standards through staff appraisal;
- 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 students;
- 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;
- 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 students and staff in their own learning;
- Support the development of collaborative approaches to learning within the school, the Trust and beyond.
- Contribute to the completion of the SEF and the development of development plans;
- Ensure key learning skills and knowledge are developed throughout the school;
- Have an understanding and overview of Assessment and Reporting Procedures including data analysis and reporting to Governors;
- Work with the Head of School in determining, organising and implementing in collaboration with other appropriate persons or bodies, a curriculum which:
  - Follows the curriculum policy of the governing body and meets statutory requirements
  - Is relevant to the needs, experience, interests, aptitudes and stages of development of all students, including those with special educational needs
  - Fulfils the statutory duties;
- Work with the Head of School in developing means whereby:
  - School policies on curriculum, assessment, recording and reporting inform effective teaching and learning
  - The arrangements for teaching and learning form a co-ordinated, coherent curriculum entitlement for all students
  - Information on student progress is used to improve teaching and learning, to inform and motivate students, to inform parents, to provide necessary references for other educational institutions and employers and to aid governors in fulfilling their responsibilities for the school
  - There is continuity of learning and of progression for all students



- Challenging targets are set for student attainment leading to whole school improvement;
- Work with the Head of School in promoting a school ethos which extends opportunities for learning and encourages extra-curricular activities;
- Monitor the quality of teaching and learning, in line with the school policy. This includes lesson observations, monitoring of short and medium term planning and scrutiny of students' work;
- Review long term planning to ensure coverage, progression and a range of learning experiences throughout the school;
- Oversee all aspects of the school organisation and management, including preparing agendas and chairing meetings, in order to ensure that school policies and practices are being delivered;
- Support staff to meet personal and professional targets;
- Lead the design and development of a curriculum provision for learners to reflect personalised learning, assessment for learning and skills development, including monitoring, evaluating and reviewing as appropriate;
- Lead the analysis of a range of learner performance data, using this to inform target setting and development planning.

#### **Leading and Managing Staff:**

- Participate in the recruitment and selection of teaching and support staff as required and to organise and support the induction of staff new to the school and those being trained within the school;
- 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 on-going improvements to agreed systems for internal communication;
- Support HR and other leadership processes as appropriate e.g. sickness absence, disciplinary, capability;
- Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school;
- Be a proactive and effective member of the senior leadership team;
- Ensure the day-to-day effective organisation and running of the school including the deployment of staff as appropriate;
- Contribute to the development and delivery of an appropriate programme of professional development for all staff including quality coaching and mentoring, in line with the school's strategic plan and appraisal;
- Promote and protect the health and safety welfare of students and staff;
- Support the Head of School in the implementation of the school's appraisal policy.

#### **Quality Assurance:**

- Support subject leaders in working towards enhancing student achievement;
- Monitor the implementation of school policies and ensure nationally determined priorities are addressed as appropriate;
- Lead and support the staff and governing body in fulfilling their responsibilities with regard to the school's performance and standards;
- Support the Head of School in reporting the school's performance to its community and partners;
- Take responsibility and accountability for identified areas of leadership;
- Monitor progress and ensure appropriate action plans are in place where issues are identified;
- Attend meetings of and report to the governing body as required;
- Lead the annual appraisal process for all identified support and teaching staff.

#### **KNOWLEDGE AND SKILLS**

##### **Deputy Heads of School should demonstrate knowledge and understanding of:**

- Statutory frameworks;



- School improvement and effectiveness strategies including the process of school self-evaluation (including appraisal and SEF);
- Principles and practices of effective teaching and learning;
- Principles and practices of monitoring, assessment and evaluation;
- Processes and systems for quality assurance;
- Principles and planning of effective leadership and management of change;
- Principles of curriculum planning;
- Principles of cross-curricular planning and delivery;
- Financial planning, resource planning and resource management;
- The application of ICT;
- Health and safety issues.

### **SAFEGUARDING**

Trevelyan Middle School and Pioneer Educational Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

### **ADDITIONAL DUTIES**

- Play a full part in the life of the school community, to support the school ethos and to encourage staff and learners to follow this example;
- Actively promote school policies;
- Sustain professional development in agreement with line manager;
- Actively engage in the staff review and development process;
- The conditions of employment for school teachers specify the general professional duties of all teachers; the professional standards for teachers at the relevant level are applicable;
- Undertake any other duty as specified by school teachers' pay and conditions of service not mentioned in the above.

### **ADDITIONAL NOTES**

Whilst every effort has been made to outline the main responsibilities of the post each individual task undertaken may not be identified.

Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job profile.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job profile is current at the date shown but in consultation with you may be changed by the Trust Leadership Team to reflect or anticipate changes in the job commensurate with the grade and job title.