



## Job Description

<b>Job Title:</b>	Deputy Headteacher	<b>Department/Group:</b>	Teaching staff
<b>Level/Salary Range:</b>	Leadership scale L18 – L22	<b>Reporting to:</b>	Headteacher
<b>Contract term:</b>	All year round	<b>Hours per week:</b>	Full time
<b>Safer Recruitment Statement</b>			
The Bishop Fraser Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			
<b>Vision Statement</b>			
<p><b><i>“To allow all children to experience ‘life in all its fullness’, no matter what their starting point” by:</i></b></p> <ul style="list-style-type: none"> <li><i>Offering a high quality, inclusive and distinctive education</i></li> <li><i>A caring and nurturing environment based on our Christian values</i></li> <li><i>Recognising the unique nature of each child.</i></li> </ul>			
<b>All staff employed by The Bishop Fraser Trust are required to:</b>			
<ul style="list-style-type: none"> <li>uphold and promote the Trust’s vision</li> <li>uphold and promote the Christian ethos of all schools in the Trust</li> <li>support and contribute to the achievement of all students academically and pastorally</li> <li>support and contribute to the Trust’s responsibility for safeguarding all students</li> <li>undertake professional training to enhance personal development and job performance;</li> <li>Comply with all Trust and individual school policies and procedures including safeguarding, child protection, health, safety and security, confidentiality and data protection</li> <li>maintain high professional standards of attendance, punctuality, appearance, conduct and positive relationships with all pupils, parents/carers, colleagues, governors, trustees and members; treating everyone with dignity and respect</li> <li>share best practice, expertise and skills with others</li> </ul>			
<b>All senior leadership staff employed by The Bishop Fraser Trust are required to:</b>			
<ul style="list-style-type: none"> <li>Model and drive the school’s vision and expectations to have a significant impact on students’ life chances sharing our ethos that ‘no child is left behind’;</li> <li>Inspire, challenge and support others to enable them to be the best they can be;</li> <li>Be an outstanding leader, teacher and role model for all;</li> <li>Have a proven track record of leadership at senior level;</li> <li>Nurture a culture of professional development;</li> <li>Have the ability to project presence and articulate our vision to all members of the school community;</li> <li>Demonstrate high level inter-personal skills to work successfully with a wide range of audiences;</li> <li>Show a commitment to modelling the highest professional standards and the ability to teach outstanding lessons;</li> <li>Have a proven track record of change management to secure improved academic standards;</li> <li>Be committed to equality of opportunity and inclusive education;</li> <li>Have the energy, enthusiasm, personal warmth and humour to remain resilient and deliver the above.</li> </ul>			
<b>Main purpose of the role:</b>			
<ul style="list-style-type: none"> <li>To be the strategic lead for all aspects of school curriculum (including management of curriculum resources), timetabling, KS4 options process, PLCs, homework</li> <li>To lead the Raising Standards Team and lead meetings and briefings with Curriculum &amp; Learning Leaders</li> <li>To be the SLT link to the Local Governing Board’s Performance Committee</li> </ul>			
<b>Job Description:</b>			
<p><b>THE SCHOOL TEACHER’S PAY AND CONDITIONS DOCUMENT SETS OUT THE STATUTORY RESPONSIBILITIES OF ALL STAFF. THIS JOB DESCRIPTION COMPLEMENTS THAT DOCUMENT AND PROVIDES THE SPECIFIC CONTEXT FOR THIS POST</b></p> <p><b>General Responsibilities of all teachers</b></p> <p>To contribute to the development of a strong, effective academy with an emphasis on aspiration and attainment, delivered through strong classroom practice and a fiercely held and demonstrated belief in the role of the academy in developing citizens for the future. All staff will demonstrate those philosophies which characterise effective schools – a commitment to education, to the needs and rights of all students and to the development of the academy’s community, with strong, mutually supportive relationships with parents, partner schools and the broader community. The academy’s ethos will be that of achievement, aspiration, commitment, good citizenship and enjoyment.</p>			

## **Responsibilities of Senior Leadership Postholders**

Posts at Senior Leadership Level are expected to be flexible and committed to the development of others and themselves. Over time, responsibilities are likely to change to develop our leaders' experience. This job description is generic to reflect the fact that a range of responsibilities can be accommodated within the leadership executive. Knowledge and expertise in the following would be an advantage to the team but this should not discourage candidates with other areas of expertise:

- **Curriculum planning and implementation, timetable modelling, embracing and successfully managing change**

### **Specific responsibilities**

- To lead and be accountable for the ongoing development of the school curriculum to improve student outcomes at KS4 & KS5
- To lead and be accountable for the performance and impact of the Raising Standards Team
- To lead and be accountable for the provision of high quality homework and hence added value to student progress
- To lead and be accountable for an effective KS4 options process
- To lead and be accountable for the production of the timetable;
- To lead and be accountable for the effective use of PLCs across school
- To lead and be accountable for the effective use of curriculum resources
- To line manage a Curriculum & Learning Lead if required.
- To lead and be responsible for the following events; Options evenings, KS4 induction evenings
- To be the SLT link for the Local Governing Board's Performance Committee; meeting with the Chair, agreeing agenda items, attending meetings and writing reports.

### **Generic responsibilities – Deputy Headteacher**

In addition to those professional responsibilities common to all classroom teachers of the academy, the Deputy Headteacher will be a member of the Core Senior Leadership Team and will play a full part in the leadership of the academy. The post holder is accountable directly to the Headteacher.

#### **1. Accountability for strategic leadership and operational management of aspects of the Academy Development Plan and whole school areas of responsibility**

- To make a substantial contribution to the development, articulation and implementation of the academy development plan;
- Building capacity amongst staff to deliver and sustain the highest quality outcomes;
- Leading others in making an impact on the educational progress of all students;
- Being accountable for project management of deadlines and engaging staff as appropriate; delegating, providing resources and delivering the highest quality outcomes;
- Being accountable for the management of funding or budgets related to areas of responsibility;
- Being accountable for the continuing effective work of all staff for whom the post holder is responsible;
- Reporting to the headteacher and governors regularly and attending full governing board meetings and various committees as required;
- Acting as the key driver of development and change in a range of areas;

#### **2. Significant contribution to the collaborative work of the Leadership Group.**

- Leading, with other members of the Leadership Group, the behaviour management of the academy;
- Contributing to policy discussions and decisions on curriculum, assessment, pastoral management, staffing and other matters;
- Modelling the ethos and vision of the academy;
- Leading whole school assemblies;
- Making a significant contribution to school self-evaluation;
- Deputising for other members of the leadership group within the academy and wider community and assisting other members of the SLT as appropriate;
- Undertaking new tasks and personal development within the leadership role as preparation for headship, if this is your aspiration;
- Ensuring creativity, innovation and other transformational activities to raise standards in all areas;

#### **3. Accountability for leading and line managing other staff**

- Leading, developing and enhancing the teaching practice of others through the line management process;
- Ensuring that all students have equality of opportunity and can work to their optimum;
- Coaching, developing and supporting leadership and management skills;



- Monitoring, reviewing and quality assuring the areas specified in the role and establish procedures and processes in response to identified needs;
- Ensuring that the self-review of line management areas is consistent, systematic and sustained.

**4. Accountability for delivering a range of other school responsibilities**

- Undertake specific, significant roles in the leadership and management of the academy;
- Develop, organise and hold colleagues accountable in their roles at all levels;
- Ensure that the management of the academy through these designated roles is efficient and effective;
- Developing and promoting policies and procedures that ensure the academy's distinctive ethos is reflected in all learning activities;
- Promoting the academy's ethos and culture to the broader community and beyond;
- Assuming the appropriate level of responsibility for safeguarding and promoting the welfare of children;
- Compliance with the academy's Health and Safety policy;
- Other duties that might reasonably be required of an Deputy Headteacher.

**Safeguarding of children and young people**

- The post holder is responsible for promoting and safeguarding the welfare of all children and young people at Bolton St Catherine's Academy in the role of Deputy Headteacher

**All staff at the Bishop Fraser Trust will:**

- Seek to be positive and build up the common good through their own individual contribution to the life of their school
- Offer ideas and suggestions for making things better
- Engage actively in the appraisal and performance review process
- Seek to develop a better work/life balance
- Appreciate that whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified in this job description
- Work within the Trust and individual school's Health & Safety Policies to ensure a safe working environment for all staff and pupils.
- Follow any reasonable request from the Headteacher or SLT to undertake work of a similar level that is not specified in this job description.
- Be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- Promote equality and celebrate diversity, seeking to reduce disadvantage, and to encourage aspirations and participation from people who might not otherwise join in.

This job description is current at the date shown, but following consultation with you, may be changed by the Headteacher or SLT to reflect or anticipate changes in the job which are commensurate with the salary and job title. It allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out. The above responsibilities are subject to the general duties and responsibilities contained in the statement of conditions of employment.

**Last Updated:**

March 2020

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_