



Maidstone Grammar School for Girls

Non sibi sed omnibus

Deputy Headteacher Job Description

Purpose

The core purpose of the Deputy Headteacher as a member of the leadership team is to provide vision, strategic direction and leadership for Maidstone Grammar School for Girls. This includes working supportively with the Headteacher and senior colleagues in: ensuring high quality teaching and learning; upholding the values of the school; leading staff; deploying staff and resources efficiently and effectively; and ultimately in moving the school forward successfully.

The Deputy Headteacher holds a teaching commitment and specific whole school responsibilities. In particular the Deputy Headteacher is the school's Designated Safeguarding Lead, working in a leadership team in which all members are DSL trained. From time to time it may be necessary to change these whole school responsibilities in order to meet changing situations within the school and in order to respond to changing national requirements. The following duties and responsibilities are not subject to change. They apply to all members of the leadership team and underpin the individual responsibilities.

The post-holder:

- is a member of the senior leadership team (SLT) and required to carry out the professional duties as set out in the current Teachers' Pay and Conditions document issues under the Teachers' Pay and Conditions Act 1991
- as part of the SLT, take a shared responsibility for providing vision, strategic direction and leadership for Maidstone Grammar School for Girls by working cooperatively with the Headteacher and other senior colleagues
- provides professional leadership and management within the school in order to secure high quality teaching, effective use of resources and improved standards of learning and achievement by all students
- is committed to professional self-development
- acts as line manager to allocated Heads of Department and Heads of Study
- acts as an appraiser within our appraisal system
- shares the provision of reasonable senior leadership cover during school holidays and evening events
- takes an active part in the assembly programme of the school
- maintains a high profile during the school day.

Leadership

- acts as a role model for others, striving for excellence in all areas of the post
- takes responsibility for the school in the absence of the Headteacher when required
- undertakes the professional duties of another member of the leadership team in his/her absence as required
- plays a major role in formulating the aims and objectives of the school
- plays a major role in formulating and implementing strategic plans
- plays a major role in formulating and implementing school policies
- leads and manages staff, providing support, guidance and challenge
- supports and guides middle leaders and provides line management of departments so that school strategy results in practical action in our classrooms

- advises and assists governors in the exercise of their duties, including attending meetings and presenting reports where appropriate
- establishes the highest possible standards of teaching, learning and attainment.
- leads change and innovation where appropriate, including leading and contributing to the school's response to national initiatives
- supports other members of the senior leadership team in the fulfilment of their specific roles
- nurtures a climate of achievement and excellence.

Management of staff

- chairs meetings as relevant to specific responsibilities, ensuring effective consultation, delegation of responsibility and successful implementation of decisions
- provides information about the performance of staff where relevant to their future employment at the school or elsewhere
- assists in the implementation of effective procedures to support teachers who are underperforming, responding to the outcomes as appropriate
- participates in the recruitment of staff as required
- contributes to the professional development of staff, including coaching and mentoring.

Teaching and learning

- contributes to the development of a curriculum which allows the highest achievement for all
- promotes the provision of high quality teaching, learning and assessment.
- supports the development and maintenance of a high quality learning environment
- monitors, reviews and evaluates teaching and learning, including the tracking of individual performance
- acts as a role model in the provision of high quality teaching, learning and assessment
- teaches within a department or faculty and contributes to the work of that department or faculty as required.

Community

- communicates effectively with all stakeholders as appropriate
- develops links with and liaises with other institutions and external agencies as appropriate
- represents the school in the community as appropriate.
- ensures positive relationships with the wider community
- makes sure school success is communicated and celebrated.

These duties may be changed or other duties added at the reasonable discretion of the Headteacher.



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**Deputy Headteacher
Person Specification**

A list of qualities required always looks daunting. However, we would like to reassure you that we are realistic, and more interested in you as a whole person rather than in a tick-list of your attributes. It is not expected that you will have had the opportunity to develop each of the skills to the same level. Please use the statement in support of your application as an opportunity to tell us about your strengths, or the elements of your work of which you are most proud, and the ways in which you could make a contribution to this school. Thank you.

	Characteristics
Qualifications	<ul style="list-style-type: none"> • Qualified teacher status • Good honours degree • Designated Safeguarding Leader training
Personal qualities	<ul style="list-style-type: none"> • Capacity for hard work and high level of energy • Sustained enthusiasm and high use of initiative • High expectations of self and others • Professional and supportive relationships with others • Commitment to raising standards and aspirations • Perceptive and creative approach to problem-solving • Ability to prioritise conflicting demands and pressure • Diplomacy, flexibility and self reliance • An aspiration for headship
Experience	<ul style="list-style-type: none"> • Successful senior leadership within secondary education • Leading change or innovation at whole school level • Successful teaching to sixth form level • Effective management of change and improvement • Excellence in an academic area • Experience of senior leadership within a selective educational setting • Promoting the school within the community
Knowledge	<ul style="list-style-type: none"> • Up-to-date and practical knowledge of recent and proposed developments in secondary education • Knowledge of best practice teaching methodologies • Understanding of excellent practice in pastoral care • Knowledge of current OFSTED framework and current DfE accountability measures • Knowledge and use of Google Apps for Education • Knowledge and use of Thinking Skills
Skills	<ul style="list-style-type: none"> • Excellent teaching skills with high level of success for students in external examinations • Quick thinking and articulate, including an effective presence as a public speaker • Strong ICT skills • Strong leadership skills with ability to inspire others

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| | <ul style="list-style-type: none">● The ability to think and act strategically● Strong negotiation skills● The ability to develop the performance of others |
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Our School and all its personnel are committed to safeguarding and promoting the welfare of the children. This post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service.

A forward-thinking community with a tradition of excellence