



Job Description

Job Title: Deputy Headteacher

Salary: Leadership Scale

Responsible to: Head of School

The Deputy Headteacher will have delegated responsibilities which are both Academy wide and of considerable weight. The Deputy Headteacher is expected to provide dynamic and professional leadership and management for Academy that builds upon change to secure success and development, ensuring high quality education for all its pupils and improved standards of achievement. To inspire, challenge, motivate and empower all members of the Academy community to carry the vision forward.

The Deputy Headteacher will carry out their professional duties in accordance with and subject to:

- The National Conditions of Employment for Headteachers and education and employment legislation.

The Deputy Headteacher is accountable to the Head of School for the standards achieved and the conduct, management and administration of the Academy subject to any policies the Trust may make.

This job description is based on the National Standards for Headteachers and is subject to annual review.

The Trust is committed to safeguarding and promoting the welfare of children and young persons and the Deputy Headteacher must assist the Headteacher in ensuring that the highest priority is given to following the guidance and regulations to safeguard children and young people. This position is subject to checks against the Disclosure and Barring Service.

Core Purpose of the Job

- To carry out the duties of the Deputy Headteacher as set out in the current School Teachers' Pay and Conditions Document.

Qualities and Knowledge

1. To hold and articulate clear values and moral purpose, focused on providing a world-class education for the pupils they serve.
2. Demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils and staff, and towards parents, governors and members of the local community.
3. Lead by example - with integrity, creativity, resilience, and clarity - drawing on their own scholarship, expertise and skills, and that of those around them.
4. Sustain wide, current knowledge and understanding of education and school systems and pursue continuous professional development.



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Believe and Achieve

5. Work with political and financial astuteness, within a clear set of principles centred on the Trust's vision, ably translating local and national policy into the Academy or School's context.
6. Communicate compellingly the Trust's vision and drive the strategic leadership, empowering all pupils and staff to excel.

Pupils and Staff

1. To assist the Head of School in setting ambitious standards for all pupils to overcome disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.
2. Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being.
3. Assist the Head of School in establishing an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
4. Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
5. To assist the Head of School in identifying emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
6. Hold all staff to account for their professional conduct and practice.

Systems and Process

1. Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.
2. Ensure that the Academy's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.
3. Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in Academy and in the wider society.
4. Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
5. Welcome strong governance and actively support the Head of School.
6. Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the Academy's sustainability.



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Believe and Achieve

The self-improving school system

1. To assist the Head of School in creating an outward-facing Academy which works with other academies, schools and organisations in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils.
2. To assist the Head of School in shaping the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
3. Model entrepreneurial and innovative approaches to Academy improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
4. Assist the Head of School to inspire and influence others - within and beyond Academy - to believe in the fundamental importance of education in young people's lives and to promote the value of education.

Not all of the above duties will need to be performed all of the time and will vary according to the needs of the school at different points. The specific focus for the Deputy Head's work program will be negotiated and agreed at the beginning of the performance management cycle.