**Job description: Deputy Head of School**

**Reporting to:** Head of School

**Grade:** Leadership Pay Scale 1-5  
**Location:** Hamstreet Primary Academy. (A Deputy Head of School is based at one site but works for the ACE Learning Academy Trust. As an employee within the academy trust, you may be required to work at any academy site.)

**General Duties**

**Teaching:**

* The post of Deputy Head of School carries a teaching commitment within the age range of four to eleven.
* To be responsible for the education and welfare of pupils in accordance with the requirements and conditions of the School Teachers’ Pay and Conditions Document 1998, Part X, having due regard to the requirements of the National Curriculum, the school’s aims, objectives and schemes of work and any policies of the governing body.
* To develop personal and professional skills as a teacher.
* To aim for the highest possible standards of organisation, management and presentation.
* To ensure that each child is taught the National Curriculum through a broad, balanced, relevant and differentiated approach which gives due regard to continuity and progression.
* To share in the corporate responsibility for the well-being and discipline of all pupils.
* To participate in and contribute to training and development opportunities both within and outside the school.

**Professional Duties:**

* To assist the Head of School with school management.
* To undertake any professional duty of the Head of School which may be delegated by the Head of School.
* In the absence of the Head of School to undertake the professional duties of the Head of School.
* To have specific responsibility for the implementation of the curriculum.
* Ensure the implementation of all policies and procedures.
* To co-ordinate the curriculum.
* To be involved in target setting through monitoring and reporting on the standards achieved.

**Leadership & Management Role:**

As part of the senior leadership team you are required to:

* Review and co-ordinate all statutory and non-statutory assessments.
* Act as a member of the SLT
* Work collaboratively with the Leadership teams across ACE to share responsibilities and tasks to enable smart working and professional development.

You are required to lead and manage responsibilities in the following areas:-

* Assessment and Tracking
* Monitoring
* Staff Development
* Pupil Premium and other vulnerable groups
* Appraisal
* Curriculum
* Timetable Planning
* Mentoring NQT’s
* Lead GTP Programme and student placements
* Supply Cover Management

These will require you:

* To be involved in target setting, monitoring and reporting on standards achieved.
* To respond to the requirements of assessment and to assist in the development of appropriate forms of profiling.
* To keep up to date with the philosophy, teaching methods and resources available by liaising with outside agencies, in-service course, visits and personal study; reporting and discussing with other staff.
* To act as a consultant, adviser and in-service organiser to other staff, sharing knowledge and ideas as well as showing by personal example of how these areas can be used both to enhance and differentiate all areas of the curriculum.
* To carry out duties commensurate with the Induction and Mentoring policy
* To ensure that in house or supply cover is in place where necessary.

Specific responsibilities will include:

* To lead assessment and moderate the application of policy and procedures to ensure consistency of approach.
* To review assessment data across all year groups.
* To lead a review of teacher workload and work life balance to include:
  + A review of pupil feedback and marking procedures.
  + The use of ACE Assessment as an integral part on the learning and teaching process.
* To monitor the implementation of the ACE Curriculum to ensure appropriate intent, implementation and impact.

**Appraisal and Professional Development Leader**

You are required to support the Head of School in the conducting of the Appraisal process for teachers and non-teaching staff within the academy. This will include collection of data through a range of methods including classroom observation.

You are also required to initiate and maintain a programme of Appraisal meetings for Teaching and non-teaching staff. The cycle of meetings will include a target setting, mid-year review and end of year meeting.

You will maintain all records appropriately and share outcomes with the Head of School.

The expectations of ACE Learning are that the Deputy Head of School will work to the professional duties set out in the School Teachers’ Pay and Conditions Document and the National Standards.

**Confidentiality**

It is expected that all ACE employees ensure confidentiality is maintained in line with agreed policies and protocols.

**Safeguarding**

All ACE employees are expected to comply with Trust policies and procedures relating to safeguarding and undertake annual refresher training.

**Trust Policies**

It is the expectation of all ACE employees that they familiarise themselves with all academy policies and any updates.

**Professional Development**

The postholder will engage in relevant professional development to maintain an up-to-date knowledge of current issues and developments.

**Health and Safety**

Health and safety is the responsibility of all employees therefore the postholder is expected to have a good working knowledge of policies and procedures and take effective actions to maintain safe working practices.

This job description is not prescriptive, nor necessarily a comprehensive definition of the post.  As such, it may be subject to amendment, after consultation, to meet the changing needs of the Academy. The postholder will also be expected to undertake such other reasonable duties as requested from time to time by their line manager or executive/senior leadership team.

**Person Specification – Deputy Head of School**

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|  | **Essential** | **Desirable** |
| Qualifications | * QTS (Primary age range) * Experience of Teaching EYFS/KS1/KS2 * Other relevant qualifications or training in educational leadership or a similar qualification from a non-education background | * Relevant National Professional Qualifications e.g. NPSML / NPQSL / NPQH |
| Experience | * Proven record of outstanding teaching ability * Contributing to the effective raising of standards * Effective leadership of whole school developments relating to learning and teaching and/or self-evaluation * Demonstrable evidence of raising standards of learning and teaching * Effective management of change * Aspects of leadership and management in a whole school context * Use of technology to improve systems that raise/track student achievement * Effective line management of other staff * Experience of working in a wider context than an individual school * Leading of INSET * Development of innovative learning and teaching * Effective contribution to school self-evaluation * Experience of working in collaborative partnerships * Knowledge and experience of current leadership issues and developments that could be adopted from the educational and non- educational world |  |
| Professional Development | * Evidence of relevant further professional development * Experience of leading appraisal * Recognition that life-long learning is an essential part of personal development * Evidence of supporting the professional development of other staff |  |
| Personal Qualities, Skills and Characteristics | * Understand and enthusiastically promote the ethos of the school throughout the day * Build and maintain relationships through effective interpersonal skills and excellent communication with all members of the school community * Inspire, challenge, motivate and empower others * Think creatively to anticipate and solve problems * Build on current good practice whilst moving the school forward with vision and vigour * Develop effective teamwork and be able to contribute effectively to a range of teams * Inclusive approach to education * High expectations of self and others * Manage and resolve conflict * Work under pressure, maintaining a sense of perspective and humour * Commitment, honesty and dedication * Ability to manage own time effectively * Reliability and integrity * Resilience and tenacity * Knows what outstanding looks like and have the proven ability to develop outstanding practice |  |
| Knowledge / Special Aptitudes | * Knowledge of current educational trends, curriculum developments and educational initiatives * Excellent knowledge and understanding of diversity and equality requirements * Knowledge of latest Ofsted requirements relating to Learning, Teaching and Self Evaluation * Excellent strategies for discipline * A dedication to high academic standards * A belief in working in partnership and as part of an established team * Proven ability in the development of effective structures and systems * Ability to think strategically * Very good literacy skills * A creative approach to learning and teaching * A practical understanding of how computing technology can best be used to support pupil progress |  |
| Other | * Excellent attendance record * Excellent references * DBS clearance * Health check |  |