

Viking Academy Trust



Job Description

Position: DEPUTY HEADTEACHER

Name of Member of Staff:

Member of Staff:

Date:

Executive Headteacher:

Mjenni

Date:

JOB DESCRIPTION: DEPUTY HEADTEACHER

“Empower children through education: One Childhood One Chance”

PREAMBLE

All staff and members of governance make the education of pupils at the Viking Academy Trust their first concern and are accountable for achieving the highest possible standards in work and conduct.

All staff and members of governance act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills up-to-date and are self critical; forge positive professional relationships; and work with parents in the best interests of their pupils.

Viking Academy Trust Base School:	Ramsgate Arts Primary School
Job Title:	DEPUTY HEADTEACHER
Line Manager:	HEAD of SCHOOL
Pay Range:	Leadership Pay Range

The Leadership Team at Viking Academy Trust shares the unwavering belief in the potential of every child; recognising the core purpose of the Leadership Team is to inspire, excite and motivate all members of the Viking community. We know our children don't get a second chance for a first-class education and therefore it is the job of the Leadership Team to ensure Viking schools provide an outstanding education for every child. Our Trust motto: 'One Childhood, One Chance' states this clearly and is at the heart of all we do.

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Executive Headteacher, to reflect or anticipate changes in the job, commensurate with the salary and job title.

This job description may be amended at any time after discussion with you. This job description is intended as a reference document which identifies the main responsibilities and activities of the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the postholder's professional responsibilities and duties.

Purpose of role

The Deputy Headteacher will be responsible for working with and supporting the Head of School on the following key school leadership and management areas. This will involve accepting responsibility for aspects of these key areas.

Teaching and Learning

1. Carry out teaching duties in accordance with the school's schemes of work and National Curriculum



2. Provide an example of excellence as the leading classroom practitioner and inspiring and motivating other staff
3. Work with the Head of School and Leadership Team to secure and sustain high expectations and excellent practice in teaching and learning throughout the school, monitor and evaluate the quality of teaching and standards of pupil's achievement, and use benchmarks and set targets for improvement.

Strategic direction and development of the school

1. Work with the Head of School to contribute to a strategic view for the school in its community and analyse and plan for its future needs and further development within the local, national and international context.
2. Act as a “sounding board” and “critical friend” to the Head of School, always demonstrating high standards of personal integrity, loyalty, discretion and professionalism and publicly supporting all decisions of the Executive Head, Head of School and Governing Body.
3. Lead and manage the school's in-house assessment systems; arranging moderation (in house and between other schools) and supporting and leading staff in their use as a tool for assessment for learning
4. Review planning format and approaches – researching best practices and ensuring that these are cascaded through the school
5. Contribution to strategic leadership – using analysis of nationally published data to inform strategic planning
6. Lead pupil progress interviews
7. Lead on Standards in and quality of teaching and learning
8. Tracking and monitoring and evaluation of standards for pupils across the school.
9. Lead on Curriculum and forthcoming changes
10. Manage the appraisal for specific staff groups

Leadership and Management

1. Support and deputise for the Head of School.
2. Work with the Head of School, RAPS Leadership Team and Trust Leadership team to lead, motivate, support, challenge and develop all staff to secure continual improvement; including his/her own continuing professional development.
3. Understand issues relating to the school budget. The organisation, ordering and funding of resources and the link to the School Development Plan.
4. Support and uphold the school's policies on behaviour, discipline and bullying.
5. Manage the budgets for all areas of your leadership responsibility.
6. Contribute to and lead staff development activities.

Specific Duties

1. Be a courageous school leader: lead observations, monitoring and assessment of staff.
2. Lead ‘Standards’ across the school: managing day-to-day running of Curriculum and Assessment. Reporting to Head of School and Local Advisory Body (Ramsgate Governors).
3. Promote the positive collaboration of schools within the Viking Academy Trust, working closely with the Leadership Teams in VAT schools.
4. Lead staff training on curriculum and assessment and developments in teaching and learning



5. Liaise with external support to further extend your expertise and disseminate to school as appropriate
6. To support the development of ECTs and induction of new staff who join RAPS.
7. To be responsible for the effective deployment of behaviour approaches and policy
8. Plan, lead and oversee enrichment weeks – schemes of work, areas of focus – linked to SIP and SEF (including celebration and whole school events for these)
9. Liaise effectively with parents, carers and external agencies
10. Organise and oversee parent-teacher consultations
11. Organising student teacher deployment and liaison with school mentors
12. Manage work experience students
13. Liaise with volunteers and organise working conditions and hours for volunteers including relevant safeguarding checks
14. Lead on pupil voice across the school

Standards and quality assurance

1. Support the aims and ethos of the school
2. Set a good example in terms of dress, punctuality and attendance
3. Attend and participate in open evenings and school events
4. Uphold the school's behaviour code and uniform regulations
5. Stay up to date with training and documentation on curriculum and assessment training (e.g. National Curriculum, Raise Online, Life after Levels)
6. Participate and lead staff training
7. Attend and lead team and staff meetings
8. Develop links with governors, other leaders within the Viking Academy Trust, neighbouring schools and outstanding schools further afield.

Other duties and responsibilities

1. Lead the school in assemblies, monitor lunchtimes and playtimes and take other leadership roles within the school day
2. Attend events, lead extra-curricular activities and promote the school's ethos to others
3. Undertake such reasonable duties that the Head of School may from time to time ask the post-holder to perform.

National Standards for Headteachers (Applicable to all Leadership positions paid on LPR)

- The Deputy Headteacher will carry out his/her 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 school Local Advisory Body, Trust Board, Head of School and Executive Headteacher for the standards achieved and the conduct, management and administration of the school, subject to any policies that the DfE and the Trust shall make.



Appendix 1: Headteacher Standards (Applicable to all Leadership positions paid on LPR)

Standards	Actions
Shaping the Future	<ol style="list-style-type: none"> 1. Ensures the vision for the school is clearly articulated, shared, understood and acted upon effectively by all 2. Works within the school community to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement 3. Demonstrates the vision and values in everyday work and practice 4. Motivates and works with others to create a shared culture and positive climate 5. Ensures creativity, innovation and the use of appropriate new technologies to achieve excellence 6. Ensures that strategic planning takes account of the diversity, values and experience of the school and community at large
Leading Learning and Teaching	<ol style="list-style-type: none"> 7. Ensures a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning 8. Ensures that learning is at the centre of strategic planning and resource management 9. Establishes creative, responsive and effective approaches to learning and teaching 10. Ensures a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning 11. Demonstrates and articulates high expectations and sets stretching targets for the whole school community 12. Implements strategies which secure high standards of behaviour and attendance 13. Determines, organises and implements a diverse, flexible curriculum and implements an effective assessment framework 14. Takes a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils 15. Monitors, evaluates and reviews classroom practice and promotes improvement strategies 16. Challenges underperformance at all levels and ensures effective corrective action and follow-up



<p>Developing Self and Working with Others</p>	<p>17. Treats people fairly, equitably and with dignity and respect to create and maintain a positive school culture</p> <p>18. Builds a collaborative learning culture within the school and actively engages with other schools to build effective learning communities</p> <p>19. Develops and maintains effective strategies and procedures for staff induction, professional development and performance review</p> <p>20. Ensures effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities</p> <p>21. Acknowledges the responsibilities and celebrates the achievements of individuals and teams</p> <p>22. Develops and maintains a culture of high expectations for self and for others and takes appropriate action when performance is unsatisfactory</p> <p>23. Regularly reviews own practice, sets personal targets and takes responsibility for own personal development</p> <p>24. Manages own workload and that of others to allow an appropriate work/life balance</p>
<p>Managing the Organisation</p>	<p>25. Creates an organizational structure which reflects the school's values, and enables the management systems, structures and processes to work effectively in line with legal requirements</p> <p>26. Produces and implements clear, evidence-based improvement plans and policies for the development of the school and its facilities</p> <p>27. Ensures that, within an autonomous culture, policies and practices take account of national and local circumstances, policies and</p> <p>28. initiatives</p> <p>29. Manages the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities</p> <p>30. Recruits, retains and deploys staff appropriately and manages their workload to achieve the vision and goals of the school</p> <p>31. Implements successful performance management processes with all staff</p> <p>32. Manages and organises the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations</p> <p>33. Ensures that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money</p> <p>34. Uses and integrates a range of technologies effectively and efficiently to manage the school</p>



<p>Securing Accountability</p>	<p>35. Fulfils commitments arising from contractual accountability to the governing body 36. Develops a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes 37. Ensures individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation 38. Works with the governing body (providing information, objective advice and support) to enable it to meet its responsibilities 39. Develops and presents a coherent, understandable and accurate account of the school’s performance to a range of audiences including governors, parents and carers 40. Reflects on personal contribution to school achievements and takes account of feedback from others</p>
<p>Strengthening Community</p>	<p>41. Builds a school culture and curriculum which takes account of the richness and diversity of the school’s communities 42. Creates and promotes positive strategies for challenging racial and other prejudice and dealing with racial harassment 43. Ensures learning experiences for pupils are linked into and integrated with the wider community 44. Ensures a range of community-based learning experiences 45. Collaborates with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families 46. Creates and maintains an effective partnership with parents and carers to support and improve pupils’ achievement and personal development 47. Seeks opportunities to invite parents and carers, community figures, businesses or other organisations into the school to enhance and enrich the school and its value to the wider community 48. Contributes to the development of the education system by, for example, sharing effective practice, working in partnership with 49. other schools and promoting innovative initiatives 50. Co-operates and works with relevant agencies to protect children</p>

