

Job Description

Job Title: Deputy Headteacher
Reporting to: Headteacher
Liaising with: Headteacher, Senior Leadership Team, Teaching/Support staff, external agencies and parents

Job Purpose:

- To advise on whole school curriculum developments and learning initiatives
- To be responsible for evaluating the performance and to identify the priorities that will lead to continuous improvement and the raising of standards
- Keep account of present and future staffing needs of the school, advising the Headteacher when this may change
- Support and represent the Headteacher at meetings
- Undertake such duties as are delegated by the Headteacher
- Play a major role under the overall direction of the Headteacher in formulating and reviewing the SIP, aims and objectives of the school
- To support the HOSS (Head of small schools) with Pastoral and Discipline issues.

Principle accountability for:

- To maintain and further develop a vision for Key Stage Curriculum provision
- To ensure suitable programmes of study are developed and available to students particularly to promote independent learning, vocational and enrichment opportunities
- Liaison with the Headteacher to determine curriculum and staffing requirements and plan/liaise with relevant post-holders regarding timetable and deployment of staff
- Contribute to the raising of achievement further by developing appropriate curriculum pathways to ensure that all students have opportunities to achieve their potential by studying the most appropriate courses to suit their interest and needs within the context of the national curriculum reform
- Work with the AHT and HOSS on the option process for Key stage 4 and Post 16
- Provide strategic vision by keeping abreast of national developments and good practice in terms of teaching and learning and curriculum reform
- Support the co-ordination of cross-curricular themes in order to bring coherence to the curriculum
- Ensure that setting arrangements are appropriate and effective
- To work with the AHT (timetable) on the forward planning of curriculum and review staffing implications
- To analyse and assess the school's curriculum provision in light of new developments, initiatives and requirements
- Closing the attainment and progress gap between all student groups

General duties & responsibilities of a member of the Senior Leadership Team:

All members of the Senior Leadership Team share a responsibility to formulate and promote a clear vision for learning in the twenty-first century school; to give unequivocal support to school policies and procedures that allow that vision to be realised; and to promote and maintain the School's positive ethos and reputation. This unequivocal support should be extended to all other members of the Senior Leadership Team.

It is expected that all members of the Senior Leadership Team will:

- Carry out duties of a school teacher as set out in the current School Teachers' Pay and Conditions document
- Carry out the normal responsibilities of a class teacher as detailed in the school's teacher job description
- Attend and contribute to weekly Senior Leadership Team meetings
- Foster good relations between all staff and with pupils, parents, governors and the wider community
- Attend meetings of the Governing Body and its committees as required
- Organise and support school events
- Contribute to the smooth day to day running of the school
- Lead a staff duty team and maintain an SLT presence around the school, participate in a weekly lunch duty rota
- Deputise for the Headteacher in their absence as required
- Support the vision, ethos and policies of the school
- Lead and manage planning improvement to translate the school aims and policies into action, enabling the school to reach its goals and targets as specified in the School Improvement Plan
- Play a central part in the strategic leadership of the school
- Contribute to:
 - Formulation of the SIP
 - Developing and maintaining school policies
 - School process of self-evaluation

Be responsible for the management of staff and resources as delegated by the Headteacher. Share general aspects of whole school management and leadership (e.g. staff appointment, performance management, staff development, organising events). Promote and safeguard the safety and welfare of young people and children.

Specific areas of responsibility:

Leadership and Management:

- Produce strategic plans for the development of the curriculum and develop policies and practices which fulfil whole school aims
- To work with the AHT (timetable) on producing curriculum models and costings in order to plan future staffing needs
- Maintain the timetable, making changes as required
- Manage related budgets and funding initiatives
- Evaluate all systems and procedures put in place to ensure they are effective in improving the quality of education provided, meet the needs and aspirations of all students and raise standards of progress and attainment

- Develop and maintain excellent relationships with staff working in the other Trust schools
- Continuous review of the school's curriculum, taking into account local and national initiatives and legislation
- Communicate effectively with parents and students as appropriate
- Work with the Headteacher to collaborate with other schools and organisations in order to share expertise and bring positive benefits to their own and other schools
- Assist the Headteacher in creating an ethos and providing an educational vision and direction which secure effective teaching, learning and achievement by students and prepare them for the opportunities, responsibilities and experiences of adult life and secures the commitment to the vision and direction of the school
- Provide information, objective advice and support to the Governing Body to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievements
- Contribute to the process of monitoring and evaluation of the curriculum/department in line with agreed School procedures, including evaluation against quality standards and performance criteria
- Take a lead in the review, development and management of activities relating to the curriculum, seek and implement modification and improvement where required
- Ensure that resourcing and staffing are dedicated to ensuring the highest standards of achievement for all students
- Develop systems and interventions to drive forward attainment within all subjects through the faculty QA system.

Achievement & Progress:

- Ensure that the curriculum supports student attainment and progress and that all students are able to access their curriculum
- Ensure that the curriculum is personalised and flexible to enable all students to make at least expected levels of progress

Teaching and Learning:

- Work with the AHT Teaching and Learning to ensure the achievement of quality standards in lessons are supported by the curriculum
- Liaise regularly with HOF leaders to ensure that the timetable maximises the quality of teaching and learning
- Promote and develop cross curricular teaching and other enrichment opportunities across the school
- Identify curriculum opportunities to promote and secure a culture of independent learning

Behaviour & Safety:

- Identify personnel to carry out roles such as form tutor
- Promote and secure exemplary standards of student conduct, discipline and dress code
- Provide opportunities for effective pastoral care which supports outstanding achievement
- Along with other SLT, develop pastoral opportunities within the curriculum to ensure that behaviour and attendance are outstanding

Person Specification

The successful candidate will be an excellent classroom practitioner with high expectations of teaching, learning and behaviour and:

- excellent ICT and data management skills
- good interpersonal and organisational skills
- the ability to work in partnership with staff, parents, governors and the community
- the vision, energy and enthusiasm to motivate others
- a commitment to pupil's personal and social development
- the potential for headship
- above all the tact, humour and resilience to see projects through and get the best from our team

The above list is indicative and not exhaustive. The post holder is expected to carry out all such additional duties as are reasonably commensurate with the role.

Employees are expected to present themselves and to act in a professional manner at all times, according to The Skills for Life Trust's Code of Conduct.

I agree that this job description conveys an accurate description of this job.

This job description is not exhaustive and subject to review by the Headteacher in consultation with the post holder as appropriate to the changing needs of the Academy, or anticipates changes in the job commensurate with the grade and job title.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The Trust will endeavour to make any necessary reasonable adjustment to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.

Signed Date
On behalf of The Skills for Life Trust

Signed..... Date.....
Employee

