



Cygnus Academies Trust

Job Description: Deputy Headteacher

School: The Brent Primary School

Grade: L7 – L11 (depending on experience)

Responsible to: Headteacher

Purpose of the Job:

To carry out the professional duties of a Deputy Headteacher, as set out in the School Teachers' Pay and Conditions Document and as circumstances may require in accordance with the school's policies and Teachers' Standards under the direction of the headteacher.

This is a non-teaching role who will be required, under the direction of the Headteacher to take a significant role in supporting to:

- Implement the vision of Cygnus Academies Trust and provide effective leadership for a member school, inspiring and motivating those engaged in the activities of teaching and learning;
- Create and maintain a culture of continuous improvement and success, and a high standard of education for all;
- Represent the School and act as an advocate for its mission and values, forming and developing effective partnerships within and beyond the Trust;
- Promote and model the Trust's vision and values, and successfully implement the Trust policies;
- Create a learning environment in which the resources of the school are effectively managed to secure the achievement of both children and staff.
- Work with the Trust, providing high quality professional leadership, ensuring the highest standards of teaching, learning and achievement;
- Day-to-day management of children, staff, resources and buildings;
- Contributing to the wider success of the Trust through membership of the Senior Leadership Team.

Key Responsibilities

- Work with the Trust and the Local Governing Committee to develop and communicate a clear strategic vision for the successful development of the school;
- Motivate and empower others to carry this vision forward;
- Ensure sustainability is integrated across all areas, using as many of the school's resources as possible;
- Model the values and vision of the school and the Trust
- Lead curriculum development and innovation, ensuring a creative, inspiring curriculum fit for the 21st Century.

Leadership of Teaching, Learning and Assessment

- Ensure the quality of teaching and learning is at the centre of strategic planning;
- Demonstrate and articulate high expectations, setting aspirational targets for all;

- Ensure a consistent and continuous approach to monitoring children’s progress, using data and benchmarks to identify individual and group achievement;
- Implement approaches that develop children’s understanding of themselves as active learners;
- Implement strategies that promote high standards of behaviour and attendance;
- Monitor, evaluate and review classroom practice, promoting strategies to ensure that the highest standards of teaching and learning are maintained;
- Challenge under-performance at all levels.

Managing the School

- Develop and sustain an organisational structure, which raises standards and ensures that the school functions effectively;
- Manage the school on a day-to-day basis ensuring that policies, including those relating to safeguarding and health & safety are fully adhered to;
- Manage the school’s financial and human resources in line with relevant policies to ensure efficiency in achieving the school’s educational goals and priorities;
- Ensure that policies and practices take account of national and local circumstances and initiatives;
- Work with the Trust Executive Team and senior colleagues to recruit, retain and deploy staff to achieve the vision and goals of the school and Trust;
- Advise the Trust on the performance, competence and capacity of staff;
- Make arrangements for the security and effective supervision of the school buildings, contents and grounds;
- Undertake responsibilities as defined in health and safety policies and ensure that appropriate risk assessments are undertaken.
- Manage, monitor and review the range, quality, quantity and use of all available resources in order to improve the quality of education, improve pupils’ achievements, ensure efficiency and secure value for money;
- Undertake responsibility for promoting and safeguarding the welfare of children.

Financial Management

- As appropriate, work on appropriate priorities for expenditure, allocating funds effectively within the context of the annual budgetary cycle and school improvement priorities;
- Work with the Headteacher to manage agreed budgets, ensuring effective administration and value for money;
- Support the school and Trust in securing additional resources to aid school improvement.

Leading and Managing Staff

- Carry out, through line management, the performance reviews of allocated staff and all relevant arising actions;
- Deal effectively with staff under-performance, in line with relevant policies;
- Work with the Headteacher and Central Team in the recruitment and selection of teaching and support staff;
- Provide support in creating and maintaining good working relationships amongst all members of the school community;
- Motivate and support staff by identifying and addressing areas for development and building on their strengths to support school succession planning;
- Promote the highest standards of courtesy and mutual respect amongst all members of the school community;

- Ensure that all staff carry out their professional duties in accordance with their job description and national guidance and regulations;
- Encourage initiative, team work and working in partnership;
- Develop and strengthen leadership across the school.

Securing Accountability

- Work with the Headteacher, providing information, objective advice and support to enable the Trust to meet its responsibilities;
- Develop and present a coherent and accurate account of the school's performance to a range of audiences including the Trust, Local Governing Committee and parents and carers;
- Provide suitable reports for, and be present at, all Local Governing Committee meetings;
- Develop a school ethos that enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes;
- Ensure individual staff accountabilities are clearly defined, understood, agreed and subject to rigorous review;
- Effective fulfilment of all responsibilities outlined within this document.

Strengthening Community

- Build a culture and curriculum, within the context of the school's vision, which takes into account the richness and diversity of the local and wider communities;
- Collaborate with other agencies to promote the academic, spiritual, moral, social, emotional and cultural well-being of children and their families;
- Maintain and develop effective partnerships with parents and carers to support and improve children's achievement and personal development;
- Seek opportunities to invite parents and carers, community figures, businesses or other organisations into the school to enrich the children's experiences;

Safeguarding

- Ensure that all safeguarding policies and practices fully meet the latest national guidelines and are published as required;
- Ensure all staff are fully trained and aware of their particular responsibilities;
- Cooperate and work with relevant agencies to protect children.

This job description may be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

Line manager's signature:

Date:



Cygnus Academies Trust

Person Specification: Deputy Headteacher

The following table outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet each of these criteria.

	Essential	Desirable
Educational Qualifications and Training	<ul style="list-style-type: none"> • Degree or equivalent • Qualified Teacher Status 	<ul style="list-style-type: none"> • Evidence of further study e.g. NPQ qualifications or equivalent
Experience	<ul style="list-style-type: none"> • Varied experience and understanding of teaching and learning across primary years including EYFS • Previous recent experience as a senior leader • Previous experience of curriculum design and implementation • Experience of data analysis • Responsibility for developing, monitoring and evaluating an aspect of school provision • Experience of leading and managing people and holding staff to account • Experience of contributing to self-evaluation and school improvement • Experience of leading training and other staff development activities 	<ul style="list-style-type: none"> • Experience of teaching in more than one key stage • Experience of working in at least two schools • Experience of coaching and mentoring • Experience of working with governors, parents and the wider community • Experience of managing change in schools • Experience as safeguarding lead or senior designated professional
Knowledge and understanding	<ul style="list-style-type: none"> • Extensive understanding and expertise in assessment, tracking, recording and reporting • A proven track record as an outstanding teacher • Knowledge and experience of how the effective use of data and target setting can raise standards • Thorough knowledge of the curriculum and assessment from EYFS to KS2 • In-depth knowledge of curriculum development and effective pedagogy • A developing understanding of strategies for school improvement 	

	<ul style="list-style-type: none"> • Up-to-date knowledge and understanding of current educational issues 	
Skills	<ul style="list-style-type: none"> • Ability to positively influence others • Ability to motivate, lead and manage people to work both individually and in teams • Ability to implement change and plan strategically • Outstanding communication skills, with a range of audiences both orally and in writing • Understanding analysis and interpretation of school performance data • Excellent ICT skills • Ability to prioritise, work under pressure and meet deadlines • Effective administrative and organisational skills 	
Personal Attributes	<ul style="list-style-type: none"> • Child-focused: value all children and be committed to the development of the whole child • Good judgement • Optimism, energy and enthusiasm • Integrity and loyalty • A good sense of humour • Committed to creative, cross-curricular, mixed-ability teaching • Relates well to pupils, staff and parents /carers about their individual needs • Able to adapt to changing circumstances and new ideas in a positive and creative manner • Able to take and communicate difficult decisions and deal with sensitive issues in a professional manner • Takes responsibility and leads by example • Flexible and willing to undertake any job in school in an emergency • Has high standards of self and others 	