



Job Description – Deputy Headteacher

Post holder:

Salary scale: Leadership Scale L6-8

General duties

The education and welfare of children in accordance with the requirements and conditions of Veritas Multi Academy Trust's Pay Policy, having due regard to the requirements of the policies and procedures of the school and Veritas Multi Academy Trust. To uphold the mission, values and vision for the school and Veritas Multi Academy Trust and ensuring equality, diversity and inclusion underpins our goal of high quality learning for all.

Status of the post

This is a senior post within the school's staffing structure which carries with it membership of the school's Senior Leadership Team. The postholder is accountable to the Headteacher and responsible for upholding the mission, values, and vision of the school and trust. The post holder will lead on ensuring the school is a safe place for all our children and our staff, where the highest standards of behaviour are embedded and that the wellbeing of all is promoted. The postholder, working with the Headteacher, and the Assistant Headteacher, will continue to build on the recent success of the school as we move forward into the next phase of development, including the new build project.

Main purpose of the post

In addition to those professional standards common to all classroom teachers in the school, the postholder's key responsibility will be to raise the standards of teaching, learning and attainment for pupils. The postholder will work to embed the Trust and school's mission of making learning irresistible for all. The postholder will demonstrate a thorough, up-to-date knowledge of current educational initiatives and government policy and take a leading role in planning their implementation within the school.

The postholder will take responsibility for safeguarding as a Designated Safeguarding Lead

The postholder will ensure that they commit to their own professional development and learning.

The postholder will deputise in the absence of the Headteacher.

Professional Responsibilities

The postholder will be required to exercise their professional skills and judgment to carry out, in a collaborative manner, the professional duties set out below:

The Deputy Headteacher will need

- To work with the Headteacher to undertake self-evaluation and school improvement planning alongside the trust-wide strategy to improve areas of development in the school and across the Trust
- To work with the Headteacher to provide regular progress reports and updates for the CEO and Trust Committees regarding whole school data, or specific areas of interest, ensuring they are fully aware of all successes, issues and concerns.
- To lead on curriculum development, implementation and monitoring in the school, working to support collaboration across the trust
- To lead on agreed school improvement strategic priorities

Teaching and Learning

The Deputy Headteacher will work with the Headteacher and the Senior Leadership Team to create and maintain a culture and environment that promotes and secures high quality teaching, effective learning, high standards of achievement, progress and good behaviour.

The Deputy Headteacher will need

- To be an exemplary role model and leader of learning.
- To be an exemplary role model of inclusive practice and behaviour for learning
- To lead on curriculum development, implementation and monitoring in the school, working to support collaboration across the trust
- To lead on pupil progress monitoring, identification of actions to address areas for development

Leading and Managing Staff

The Deputy Headteacher will need

- To work with the Trust, Headteacher, and Senior Leadership Team to embed a culture of inclusion and irresistible learning for all
- To embed a culture of learning and professional development for all
- To lead, motivate, support and challenge and develop all staff to ensure the high quality of learning and teaching
- To commit to their own professional development and learning.
- To undertake line management of agreed staff
- To work with the Headteacher to provide regular progress reports and updates for the CEO and Trust Committees, including the Local Academy Committee regarding whole

school data, or specific areas as required, ensuring they are fully aware of all successes, issues and concerns.

Efficient and Effective Deployment of Staff and Resources

Working with the Headteacher, the Deputy Headteacher will ensure the effective and efficient deployment of people and resources to meet the specific objectives of the School Improvement Plan and the Trust's Improvement Plan.

The Deputy Headteacher will need

- To work with the Headteacher and Trust Business Team to manage the school's budget and resources
- To work with the Headteacher and the Trust Business Team to agree budget priorities to support the delivery of curriculum, high quality teaching and learning and agreed school improvement priorities.

Communication

The Deputy Headteacher will need

- To help to build on the vision of the Trust and share with colleagues across the Trust how this is being demonstrated in the school
- To communicate effectively with parents and carers and deal with complaints quickly and efficiently

Other Areas of Responsibility

- To work with the Trust to take responsibility for the school website and social media to ensure communication, compliance and celebration of school and children's learning
- To work with the Headteacher and Senior Leadership Team to ensure all staff have clarity in roles and responsibilities and all operational duties are fairly distributed

Budget Accountability

Budget accountability is linked to the key roles and responsibilities.

To whom Responsible:

Headteacher

This job description may be amended at any time after discussion with you, but in any case will be reviewed during the appraisal cycle.

Signed: Date:

Signed: CEO

Your job description is intended as a reference document which identifies your main responsibilities and activities and is not a comprehensive list of all roles, responsibilities and duties undertaken.