**Northgate School Arts College**

**Job Description**

**Job Title: Deputy Head (based at The Bee Hive)**

**Responsibility:** To provide leadership and management of employability in all areas of The Bee Hive to the highest possible professional standards.

**Responsible to:** Head of School

**Grade:** DH15 – DH18

**General Information**

The appointment is subject to the current conditions of employment for school leaders as contained in the School Teachers’ Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and other current legislations.

This job description may be amended at any time following discussion between the Executive Head Teacher (EHT) /Head of School (HOS) and member of staff, and will be reviewed annually. Specific priorities in each year will be defined by the EHT/HOS with the post holder in line with the School’s strategic objectives.

The Deputy Head is expected to be familiar with the National Professional Standards for Head Teachers, Teachers and Support Staff. These are used in performance management.

**General Description of Post**

To carry out the professional duties of a school leader as circumstances may require and in accordance with the school’s policies under the direction of the Executive Head Teacher/Head of School. To deputise for the Head of School in their absence and as directed by the Executive Head Teacher or Governing Board.

To provide a range of successful vocational work experience placements and opportunities at The Bee Hive.

To take overall responsibility for the vocational businesses to ensure the most positive experiences for students, the smooth running of all areas and implementing business plans to ensure the attainment of goals.

**Standards and Quality Assurance**

Uphold public trust in the school leadership and maintain high standards of ethics, behaviour and professional conduct.

* Working with the Executive Head and Head of School, governing body and others to develop the school’s vision, establish and maintain a culture and ethos that promotes effective collaboration, excellence, equality and high expectations of all pupils and staff;
* Articulating and modelling the school’s vision and strategic direction, developing and implementing coherent operational plans which promote and sustain continuous school improvement;
* To have responsibility with the Head of School for leading and managing all staff and acting as role model to ensure the highest standards are delivered at all times;
* To liaise with fellow senior leaders across all sites in order to plan and implement CPD and MER processes, and enable strategic planning and implementation.
* Organise, attend and participate in open evenings and parent information events;
* Co-ordinate, plan and deliver meetings and staff training as required
* Co-ordinate meetings as required;
* Be involved in decision making and policy development across the school;
* Build positive and respectful relationships across the school community
* Undertake the performance management of staff within a given team;
* Contribute on specific sections of the Academy’s Self Evaluation and maintain an overview of the school’s position as an outstanding school.
* Identify problems and barriers to school effectiveness and develop strategies for school improvement that are realistic, timely and suited to the school context.

**Main Activities**

**Shaping the Future:**

1. Leading specific initiatives and co-ordinating development programmes to ensure the school promotes and achieves the highest standards of learning and teaching.

2. To work within the school community to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement.

3. Embed ambition and drive improvement, specifically within line managed faculties/teams and across areas of responsibility.

4. To demonstrate the vision and values in everyday work and practice.

5. Create a culture where pupils experience a positive and enriching school life

6. To ensure creativity, innovation and the use of appropriate new technologies to achieve excellence.

7. Leading specific whole school in-service training sessions related to the priorities for the post and other relevant time limited/working groups.

1. Understand the SEND Code of Practice and its implementation within school policy and practice
2. Understand pedagogy, and cross-phase implementation

**Managing the Organisation**

1. Ensuring all staff are kept informed of the school’s strategic objectives, core priorities, development and progress through effective communication.

2. To support the organisational structure which reflects the school’s values and enable the management systems, structure and processes to work effectively in line with legal requirements.

3. To produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities.

4. Recruit, retain and deploy staff appropriately and manage their work load to achieve the vision and goals of the school to ensure a culture of staff professionalism

5. Manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.

6. Ensure 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.

7. Use and integrate a range of technologies effectively and efficiently to manage the

 school.

8. Supporting equal opportunities for all members of the school’s community regardless of

 gender, ethnicity, religion sexuality or disability.

9. Allocate financial resources appropriately, efficiently and effectively.

10. Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

**General Duties**

1. Designated Deputy Head time will be negotiated and identified.

2. To supervise and monitor learners’ behaviour and conduct both in lessons and in the playground as part of the school duty of care, pastoral and welfare support.

3. To be one of the School Designated Child Protection Officers for vulnerable children and responsible for Looked After Children.

4. To complete EHCP review’s in an informative and timely manner for all pupils in Post 16.

5. To take part in the school routines for Performance Management and Continuing Professional Development and to be responsible for your own Professional Portfolio, in line with the Policies and Code of Practice for the school with regard to Performance Management, Recruitment and retention of staff, Staff Discipline and Pay.

6. Be courteous to colleagues and to provide a welcoming environment to visitors and telephone callers.

7. This job description can never be fully descriptive and exhaustive of unforeseen changes or circumstances.

8. It is expected that the Deputy Head of The Bee Hive will, within reason, respond to unforeseen circumstances and emergencies as they arise, commensurate with their qualifications, experience and the situation.

**Staffing**

1. To share with the Head of School the responsibility for supporting and promoting the well-being of all staff.

2. To support staff working with pupils who have challenging behaviour through behaviour meetings, the formulation and evaluation of behaviour plans and monitoring of the school behaviour policy and procedures.

3. To ensure that appropriate support systems are in place for Early Careers Teachers

4. To carry out return to work interviews following staff absence.

5. To assist the Head of School in the deployment of staff.

**Other Professional Requirements**

* To have responsibility with the Head of School for the discipline, behaviour and

 Welfare of all pupils;

* Operate at all times within the stated policies and practices of the school;
* Endeavour to give every child the opportunity to reach their potential and meet high expectations;
* Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to co-ordinate the management of the school;
* Take responsibility for their own professional development and duties in relation to school policies and practices;
* Liaise effectively with parents/carers and governors;
* Represent the school in meetings with outside agencies, parents/carers and other professionals;
* Take on any additional responsibilities, which might from time to time be determined.
* Manage own workload and that of others to allow an appropriate work/life balance.

A statement of points and salary will be issued in September of each year.

…………………………………………………. ………………………………………………

Executive Head Teacher’s signature Post Holder’s signature

Date ………………………………….……... Date ..……………………………..………