

**www.celtrust.org**

DEPUTY HEAD TEACHER

Job Description & Person Specification

Job Description

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| Location: | Based at Newquay Junior Academy but there will be a requirement to travel to undertake work at or for other academies/sites within Cornwall Education Learning Trust. |
| Grade: | Leadership 10-14 (salary £52,723-£58,135) full time role |

Purpose of role:

The Deputy Headteacher will work under the direction of the Executive Headteacher at Newquay Junior Academy and their key roles will include:

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| o | * Support day to day leadership of the academy. * To lead the drive in raising standards across the academy, particularly in English. * Inspire, motivate and influence students and staff, taking a leading role in maintaining the highest possible standards of learning and progress. * Provide a safe, calm and happy environment to enable all students and staff to focus on learning and progress. * Lead on English and curriculum and learning across all aspects of academy life. * Contribute to the strategic leadership of the academy in its relentless pursuit of our vision and ambition. * Support a culture of self-improvement and ambition in staff and students, whilst balancing wellbeing and workload. * Build positive relationships with all members of the academy community, showing positive attitudes to them. * Develop staff to become the best they can be, inspiring with the latest research and developments in educational thinking. * Be an excellent role model, holding and articulating clear values and moral purpose. * Be highly visible, consistent, and a supportive presence in and around the academy. * Leading substantial whole academy initiatives as named on the academy improvement plan. * Create an outward-facing academy which works with other academys and organisations to secure excellent outcomes for all. * Hold all staff to account for their professional practice and outcomes. * If the Headteacher is absent, the Deputy Headteacher will deputise. * The Deputy Headteacher will also be expected to fulfil the professional responsibilities of a Headteacher, as set out in the Academy Teachers’ Pay and Conditions Document (STPCD). |
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**General Responsibilities applicable to all staff:**

* To demonstrate and promote the values of Cornwall Education Learning Trust at all times.
* To work effectively with other members of staff to meet the needs of all pupils.
* To work with professionalism in line with the Trust's Code of Conduct.
* To attend staff meetings and Trust-based INSET as required.
* To be responsible for his/her own self-development on a continuous basis, undertaking any training/professional development as appropriate.
* To be aware of and adhere to all applicable Trust policies and procedures.
* To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and pupils and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.

Note:

* This Job Description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post.
* The postholder may be required to undertake such work as may be determined by the Headteacher/line manager from time to time, up to or at a level consistent with the main responsibilities of the job.
* This Job Description may be amended at any time in consultation with the postholder.

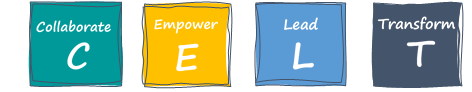
SPECIAL CONDITIONS OF EMPLOYMENT

Cornwall Education Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The postholder is required to follow all of the Trust’s policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance ‘Keeping Children Safe in Education’. The postholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

All offers of employment are conditional and subject to an Enhanced DBS check and, where applicable, a prohibition from teaching check will be completed for all applicants.

Person Specification

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| **Selection Criteria** | **Essential** | **Desirable** | **How Assessed** |
| Education and  Training | * Qualified Teacher Status * Degree in relevant subject * Current and recent Professional   Development | * NPQSL * Master Degree in relevant subject | Application Form / Interview |
| Skills and Experience | * 3-5 years leadership experience at * Assistant/Deputy level * Line Management of curriculum teams * Extensive teaching experience * Full driving licence | * Leading staff training and development * Involvement in academy self-evaluation, including OFSTED training/experience * Experience of managing complex HR/staffing issues | Application Form / Interview |
| Specialist Knowledge | * Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people. * Demonstrates an awareness, understanding and commitment to equality and inclusion. * Leadership |  |  |
| Values Related Qualities | * **Collaborate** – ability to work effectively as a team * **Empower** – ability to take initiative and problem solve in order to improve performance * **Leadership** – To lead by example and achieve shared goals * **Transformation** – ability to recognise a need for change and adapt accordingly |  | Application Form / Interview |



CORNWALL EDUCATION LEARNING TRUST

Units 15 & 16 St Austell Business Park, Treverbyn Road, Carclaze, St Austell, Cornwall, PL25 4FD