

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job Description:** | **Deputy Headteacher** |
| **Responsible to:** | **Head of School** |
| **Line Manager:** | **Head of School** |
| **Liaising with:**  **Grade:** | **Pastoral Systems, Senior Leadership Team, Teaching & Support Staff, LA representatives, External Agencies, Parents and Members of the Community.**  **Leadership spine ISR 15-19** |
| **Hours:** | **Full time as specified within the STPCD** |
| **Conditions of Employment:** | **The appointment is subject to references, enhanced DBS and medical clearance** |
| **Job Purpose:** | * Under the reasonable direction of the Head of School, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD). * Undertake the professional duties of the Head of School in the event of his/her absence, as required. * Help to formulate and review the aims and objectives of Oakfield School and College. * Establish policies to promote high standards. * Lead staff and manage resources. * Develop and evaluate the impact of policies. * Undertake professional duties of the Headteacher as delegated. * Provide leadership to ensure high quality education for all and improved standards of learning and achievement. * Promote and safeguard the welfare of children. |

The Governors and the Executive Headteacher of The Aspire Federation have made every effort to be accurate in this job description, but all applicants must accept the need for, and likelihood of changes in their job role and responsibilities. The Governors and Executive Headteacher will make every attempt to make changes in the spirit of the Job Description where this can be achieved without detriment to the best interests of the learners on roll and the efficient management of the school.

|  |
| --- |
| **Main Areas of Responsibility:** |
| **Teaching**  Undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.  Strategic/Direction and Development: Leadership  Assist the Head of School in leading and managing the creation and implementation of a strategic plan for securing school improvement which identifies priorities and targets for ensuring that students achieve high standards and make progress.  Create a positive ethos and provide educational vision and direction, which secures effective teaching, successful learning, achievement by students and sustained improvement in their development.  Assist the Head of School in ensuring that pupils have access to a broad, balanced and relevant curriculum, which contributes to their development and provides appropriate preparation for adult life in line with Oakfield’s ethos ‘Learning today for our tomorrow’ and the ethos of the Aspire Federation.  Develop, implement and review Oakfield School and College’s policies appropriate to the delegated areas of responsibility.  Ensure that effective systems are in place to meet the needs of the pupils and that they are co-ordinated, monitored, evaluated and reviewed.  Lead by example, provide inspiration and motivation, vision and purpose in line with the aims of Oakfield School and College and The Aspire Federation.  Support the Head of School in ensuring that all those involved in the school are committed to its aims and are accountable in meeting objectives and targets which secure the educational success of Oakfield School and College and The Aspire Federation.  Lead on the day-to-day management within school and college, including the effective deployment of staff and physical resources.  Analyse and interpret relevant data, research and inspection evidence to inform the Head of School and other audiences.  Provide information, objective advice and support to the Head of School and Governing Body.  **Curriculum Provision**  Liaise with managers to ensure the delivery of appropriate, comprehensive, high quality and cost-effective Pastoral programmes which complement the School Improvement Plan.  Ensure opportunities to promote pupil’s personal development, spiritual, moral, social and cultural development.  Be accountable for the development and delivery of curriculum areas and personal development as delegated by the Head of School.  Take a lead role in Pastoral systems including behaviour and attendance.  Contribute to the school culture which prioritises learner wellbeing and mental health.  **Curriculum Development**  Create and maintain a climate to secure good teaching, effective learning, high standards of achievement, good behaviour and enable teachers and other staff to meet standards.  Assist the Head of School in determining, organising and implementing the curriculum and its assessment as well as monitoring and evaluating them.  Monitor and evaluate the quality of teaching and standards achieved by all pupils, within delegated areas and meet challenging and realistic targets for improvement.  Create and promote strategies for developing inclusion practice.  **Leading and Managing Staff**  Lead professional development of staff through example.  Motivate and enable all staff to carry out their roles to the highest standard through high quality continuing professional development based on assessment of needs.  Assist the Head of School in ensuring that trainee and early career framework teachers are appropriately trained, monitored, supported and assessed in relation to the standards for QTS and Induction.  Implement Appraisal arrangements in line with Oakfield policy.  Participate in the interview process for posts when required and ensure effective induction of new staff in line with Oakfield’s and The Aspire Federation policy.  Support the Head of School in ensuring that professional duties and conditions of employment of teachers and support staff are fulfilled.  Take responsibility for own professional development, including time management issues.  **Quality Assurance**  Assist the Head of School in monitoring, evaluating and reviewing the effects of policies, priorities and targets of the school in practice, and take action as necessary.    Assist the Head of School in monitoring, evaluating and reviewing the effects of the school improvement plan to secure progress and school improvement.  Ensure the effective operation of quality control systems.  Contribute to Oakfield procedures for monitoring and evaluation.  Assist the Head of School in developing, implementing and reviewing the monitoring and evaluation of the curriculum in line with agreed school procedures including evaluation against quality standards and performance criteria.  Think creatively and imaginatively to anticipate and solve problems, identify opportunities and implement modification and improvement where required.  **Management Information**  Make explicit, to all stakeholders, Oakfield’s high expectations that all pupils can succeed.  Seek and use national, local and school data, OFSTED evidence and research findings in professional and school development.  Provide information to support Oakfield’s SEF.  Ensure the maintenance of accurate and up-to-date information on the management information system.  Ensure and monitor the use of comparative data about pupil’s prior attainment, to establish benchmarks and set targets for improvement.  Assist in the use of performance data analyses and evaluations.  Produce reports on the analysis of examination performance, including the use of value-added data.  Provide the Head of School and the Governing Body with information relating to delegated areas of responsibility concerning to performance and developments.  Account for the efficiency and effectiveness of the delegated areas of responsibility to the Head of School, Governing Body and other relevant stakeholders.  **Communications and Liaison**  Develop and maintain effective partnerships between parents and the wider community to support and improve pupil’s development and achievement*.*  Develop and maintain effective relationships with the community, including business and industry, to enhance the curriculum and teaching and learning.  Liaise with partner schools, further education and external agencies related to pupil’s welfare and achievement.  Chair reviews, case conferences and meetings, as delegated.  Assist the Head of School in presenting an account of the school’s performance in a form appropriate to a range of audiences, including the Governing Body.  Support the Head of School in ensuring that parents and pupil’s are well-informed about curriculum, attainment and progress, and about their contribution to achieving the school’s targets for improvement.  Contribute to communication and liaison events.  **Management of Resources**  Assist the Head of School to recruit staff of the highest quality.  Work with senior colleagues to deploy all staff effectively in order to improve the quality of education provided.  Support the Head of School in managing and organising accommodation efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.  Manage, monitor and review the range, quality and quantity and use of all available resources, within the delegated areas of responsibility, to meet the policies and objectives of Oakfield’s and The Aspire Federation, maximise pupil’s achievements and ensure value for money.  Maintain existing resources and explore opportunities to develop or incorporate new resources from sources inside and outside Oakfield.  **School Ethos**  Play a full part in the life of the school community and the Aspire Federation, supporting its distinctive mission and ethos and encouraging staff and pupil’s to follow this example.  Support Oakfield in meeting its legal requirements for worship.  Comply with Oakfield’s health and safety policy and undertake risk assessments as appropriate. |

**Signatures/Authorisation**

**I/we agree that this job profile is an accurate reflection of the duties, skills and responsibilities of the post.**

Signed Executive Headteacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed Head of School (Oakfield): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed Executive Business Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Created: April 2023



**PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Essential** | **Desirable** | **Measured by:** |
| **Qualifications/ Training** | Recognised teaching qualification, degree or equivalent  NPQH Qualification or willingness to work towards. |  | **Application Form**  **Interview**  **Certificates**  **References** |
| **Experience** | Proven successful experience and impact of leading whole school initiatives/projects.  Evidence of recent, successful relevant continued professional development  Proven success as Deputy Headteacher/Assistant Headteacher or extensive successful experience of leading whole school developments in continued improvement.  Proven successful SEN teaching experience across a range of learners and securing improvement.  A wealth of experience of working with outside agencies / involvement in wider initiatives including the community.  Significant experience of monitoring, evaluating and improving Teaching and Learning.  Significant experience of curriculum and Pastoral systems. |  | **Application Form**  **Interview**  **References**  **Training** |
| **Knowledge/ Understanding** | A good understanding of the qualities of outstanding teaching  Up to date knowledge of safeguarding practices and safer recruitment.  Knowledge of current developments, national priorities and statutory frameworks in education.  Fully committed to whole school improvement and securing  engagement of all stakeholders  Knowledge, understanding and experience of practical application of whole school self-evaluation processes.  Able to uphold and promote the caring ethos of the Federation and its teamwork approach.  Able to maintain and further develop existing excellent links with parents, other stakeholders and the local community.  Ability to relate to a range of people at all levels with excellent communication skills.  Present an excellent and positive role model for pupils and staff.  Ability to make firm decisions and convey them clearly.  Excellent interpersonal skills and a caring understanding approach.  Excellent time management and organisational skills.  Demonstrate perseverance and resilience.  A flexible approach and open to new and creative ideas.  Ability to work in partnership with enthusiastic, proactive colleagues in the best interests of the school.  Successful experience of contributing to the delivery of high quality CPD/coaching and mentoring. |  | **Application Form**  **Interview** |
| **Personal Skills, Abilities and Competencies** |  | Significant experience of improving standards through the use  of pupil performance data, target setting and other strategies | **Application Form**  **Interview**  **References** |
| **Legal Issues** | Legally entitled to work in the UK |  | **Application Form**  **Interview**  **ID** |