



Northumberland Church of England Academy Trust

JOB DESCRIPTION

JOB TITLE:	Deputy Headteacher
SCHOOL:	Castle School
SALARY:	L14 – L18
RESPONSIBLE TO:	Headteacher

Northumberland Church of England Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Trust will provide an environment in which the personal attributes, strengths and academic excellence of staff will enable the creation of opportunities for all to develop their potential to the full; creating confident, independent, versatile and successful adults, equipped with the skills and values to meet the challenges of a changing society and to provide the best possible educational foundation for life.

It is essential that the post holder actively supports the vision and ethos of the Northumberland Church of England Academy.

PURPOSE OF JOB:

- Under the leadership of the Headteacher, to ensure high standards for all pupils in Castle school.
- Ensure that the school ethos and policies are effectively developed and implemented throughout the whole school.
- Securing and leading effective school improvement.
- Promoting, presenting and being accountable for pupils' academic and holistic progress.
- Leading professional growth across all teams within the school.
- To deputise for the Headteacher in their absence.

MAIN RESPONSIBILITIES:

- To assist the Headteacher in ensuring the vision for the school is clearly articulated, shared and understood and acted upon effectively by all.
- To create a culture where pupils experience a positive and enriching learning environment.
- Support the Headteacher in leading and managing Castle school by providing high quality leadership and management for all staff throughout the whole school.
- As part of the senior leadership team, formulate the overall aims and objectives of Castle school and policies for their implementation.
- Be responsible for promoting and safeguarding the welfare of children and young people in Castle school, and to be a Designated Safeguarding Lead (DSL).

- Carry out any other reasonable duties that may be specified from time to time by the Headteacher.

SPECIFIC RESPONSIBILITIES

Strategic Direction and Development of Castle School

- Ensuring that practices, policies and procedures are followed, evaluated and developed and are effective in meeting the individual needs of the children and young people.
- Create and support a culture where pupils experience a positive and enriching learning environment.
- Liaise and coordinate with wider professionals to ensure the best outcomes for our pupils.
- Play a significant role in designing the 'School Development Plan' along with the Headteacher, Local Governing Body and wider staff teams.
- In consultation with the Headteacher, to take responsibility for developing and monitoring policy and practice across a range of areas in the school.
- Assist the Headteacher in collating and presenting evidence as part of monitoring and reviewing school improvement.

Teaching and Learning

- Take a lead role in planning and organising an appropriate curriculum for pupils in Castle School having regard to the needs, experience, interests, aptitudes and stage of development of the pupils and the resources of the school.
- Monitor the quality and effectiveness of planning systems, i.e. schemes of work, curriculum plans and individual pupil records for the delivery of the school's curriculum, taking into account the individual needs of the pupils.
- Ensure the development of rigorous, valid and proportionate assessment systems for the recording and planning of pupil progress.
- Ensure that the Behaviour policy is implemented appropriately and that all records are accurate and up to date.
- Work within a Positive Behaviour Framework to support the individual needs of pupils.

Leading and Managing Staff

- Encourage an ethos which enables the whole team to work together, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Coach, establish and sustain exceptional teaching and learning across all classes and curriculum pathways.
- Support the Headteacher to embed a culture whereby staff are 'solution-focused', working together to ensure outstanding provision for the children and young people in Castle School.
- Participate in the recruitment of teaching and non-teaching staff as appropriate.
- Monitor, evaluate and review classroom practice to ensure that all teaching and learning is of a high quality.
- In consultation with the Headteacher, management, development, supervision and appraisal of Support Staff.
- Motivate and enable all staff in school to carry out their respective roles to the highest standard, through high quality continuing professional development based on assessment of needs.
- To model, support and ensure a culture of staff professionalism, commitment and passion for work the school does.

Relationships with parents and external agencies

- Promote effective relationships with parents/carers, the LA and other agencies in order to meet the individual needs of the pupils.
- Chair and/or participate in Annual EHCP Reviews, and other professional Reviews and Planning Meetings as appropriate.
- Develop good relationships with the Local Authority, other professionals working into school, the local community and parents/carers.

The person undertaking this role is expected to work within the policies, ethos and aims of the school and to carry out such other duties as may reasonably be assigned. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. You may be required to carry out additional duties commensurate with the level of the role.



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Post Title: Deputy Headteacher	Department: Castle, SEND		Assessment Methods
	Essential	Desirable	
Attitudes	<ul style="list-style-type: none"> • Value the education of every pupil as equally important • Be committed to equal opportunities • Believe in pupils' entitlement to a broad, balanced and meaningful education • Recognise that it is the responsibility of leadership to provide active support and challenge to colleagues • Be committed to high quality in all aspects of their work • Have a collaborative approach to partnership working • Have a deep understanding of school systems, the management of young pupils, development, planning and implementation 	<ul style="list-style-type: none"> • Understand and practise the principles of change management 	
Skills & Competencies	<ul style="list-style-type: none"> • Lead and inspire others • Work on their own initiative and be part of a team • See tasks, plans and ideas through to completion • Think strategically but have an 'eye for detail' • Communicate effectively in a wide variety of forms to a range of audiences 	<ul style="list-style-type: none"> • The ability to lead and foster positive professional relationships and work effectively with teaching staff of varying experience • Developing high quality learning strategies and monitoring learner progress to raise attainment 	

	<ul style="list-style-type: none"> • Use emotional intelligence to manage change effectively • Lead and manage colleagues • Demonstrate evidence of a commitment to own professional development • Have experience of leading teaching and learning initiatives beyond their own classroom • Show an excellent understanding of the components which compromise outstanding teaching and learning • Have experience of giving effective feedback to colleagues about professional performance • Have experience of coaching and mentoring colleagues • Have an understanding of the requirements of the provision of children and young people with additional needs 		
Experience & Qualifications	<ul style="list-style-type: none"> • Experience of working within a specialist provision for pupils with severe or complex learning difficulties at leadership level • Understanding of key educational issues/change, combined with the ability to lead and co-ordinate their effective implementation • A proven track record of successful leadership • Experience of effectively working with others including parents/carers, governors and external agencies • A good Honours Degree • Qualified Teacher Status <p>Up to date training and experience in the role of DSL</p>	<ul style="list-style-type: none"> • Experience and up to date knowledge of the code of practice and the statutory processes in place for reviewing pupils with EHCPs • Prepared themselves for the post through appropriate professional development 	

Qualities	<ul style="list-style-type: none"> • A highly professional approach to their work • Great energy and enthusiasm • A real drive to make things happen • A passionate desire to make a difference • The desire for further career progression • A warm, open and optimistic disposition • Loyalty, determination and persistence 		
Other			