

DEPUTY HEAD

Quality of Education Teaching and Learning

JOB DESCRIPTION & PERSON SPECIFICATION



ROLES AND RESPONSIBILITIES

Deputy Head

Core Purpose:

This is a fantastic opportunity to step into Senior Leadership and lead on professional learning on pedagogy. The post holder will be a member of the Senior Leadership Team of the UTC and will take the lead in ensuring the Quality of Education is exemplary at UTC Swindon working closely with the Headteacher.

The Deputy Head is accountable for supporting the Headteacher to quality assure the teaching and learning of students to ensure they can achieve their highest potential and secure aspirational outcomes and destinations on leaving UTCS. They will help ensure the quality of behaviour management, safeguarding, the internal organisation, operational management and supervision and development of teaching and support of staff is of the highest standard. He/she should support in developing a culture of constant improvement within a collaborative, professional learning environment and be an inspirational leader, committed the highest achievement for all, in every area of UTC Swindon's work.

Role:

Leadership & Management	<ul style="list-style-type: none"> • Ensure that the school is fully compliant with all legal obligations in relation to safeguarding. • Lead and line-manage specific curriculum areas • Effective Leadership and management of Heads of Department • If the Headteacher is absent, the Deputy headteacher will deputise
Staff Development	<ul style="list-style-type: none"> • Provide and facilitate training for staff to ensure the staff body is literate in all key aspects of Teaching and Learning principles underpinned by Rosenshine • Establish and sustain high-quality teaching across all subjects and phases, based on evidence • Ensure teaching is underpinned by subject expertise • Take on the role of EVC (Educational Visits co-ordinator) • Effectively use formative assessment to inform strategy and decisions • Ensure the teaching of a rich, focused specialised, structured and coherent curriculum • Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities • Collate all reports and provide analyses as required by the Headteacher / Executive Director of School Improvement/LGC
Behaviour and attitudes	<ul style="list-style-type: none"> • Ensure there is a highly effective system of student support in the school, in line with Trust policy and school procedures • Promote systems designed to reward students for excellent effort and behaviour • Promote systems designed to encourage positive behaviour and attitudes to learning in lessons • Ensure there are effective systems in place to deal swiftly with any disruption to learning. • Undertake DSL training to be part of UTC Swindon's Safeguarding team • Provide data analysis of rewards and sanctions



	<ul style="list-style-type: none"> • With LT, Heads of key stage and the Pastoral team, set down clear guidelines for establishing high levels of expectation with respect to student conduct, behaviour and achievement • Have oversight of student attendance and strive to improve this constantly • Have oversight and input to alternate timetables working in conjunction with the pastoral Team and SENDCo • Work with the Pastoral Support Team to ensure that all students are fully supported in school in every aspect • Ensure that ICT, Literacy, Numeracy and SMSC and British Values are reflected in the teaching/learning experience of students at Key stage 4 and has a coherent route through to Key Stage 5 • Support Heads of Key stage and pastoral team with interventions and parent meetings
SLT Duties	<ul style="list-style-type: none"> • Assist in the formulation of the School's Development Plan as a member of the SLT • Deputise for the Headteacher as appropriate • Identify, in consultation with other members of SLT, whole school day-to-day issues that need to be addressed • Represent UTC Swindon at Trust level as required • Meet with Link Governor on a termly basis to inform the LGC of progress • Support with the recruitment of quality staff across UTCS • Work with the SLT and staff to ensure synergy between the Trust vision & UTC Swindon mission and strategy, developing and promoting positive relationships and collaborative partnerships with Activate Learning Education Trust.
Behaviour and Attitudes	<ul style="list-style-type: none"> • As a member of the Senior Leadership Team you should adhere to Activate Learning Leadership Attributes and Behaviours Framework • Such other duties as may be appropriate to achieve the objectives of the post to assist the thematic area in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitude • Promote equal opportunities and celebrate diversity in all aspects of UTCS and actively promote UTCS and ALET corporate policies
	<ul style="list-style-type: none"> • Comply with UTCS and ALET Health and Safety policy and undertake risk assessments as appropriate
Group/ Employee Responsibilities	<ul style="list-style-type: none"> • To always work and act in accordance with the Trust's Vision, Values and Strategic Plan • To demonstrate professional behaviours and Attributes • To be responsible for ensuring that the activities under your control are conducted in accordance with the safeguarding and health and safety requirements of Activate Learning Education Trust's policies and procedures • To safeguard the welfare of children, young persons and other vulnerable people for whom you come into contact with, ensuring a learning environment where students feel safe and supported, and British values are celebrated • To be accountable for own safety and that of colleagues/ visitors to the workplace • To work in a flexible manner and be willing to undertake other duties as reasonably requested.

Person Specification

QUALIFICATIONS	Essential (E) Desirable (D)
Qualified teacher status, relevant degree	E
Evidence of commitment to own continuous professional development in leadership, current education initiatives and learning approaches	E
Relevant further degree, further relevant professional studies	D
Relevant Professional body memberships	D

EXPERIENCE	
A good teacher who has a track record of producing good results for students	E
A track record of raising standards with students of all abilities in a challenging environment	E
Demonstrable use of innovative approaches to development of teaching and learning	E
Relevant curriculum development and development of monitoring and evaluation strategies	E
Pastoral and disciplinary responsibilities for students	E
Leadership on quality improvement	E
Relevant Safeguarding experience and liaison with external agencies	E
An excellent teacher who has a track record of producing excellent results for students	D
Successful leadership and management experience	D
Experience of innovative and successful collaboration with business and the community	D
Ability to lead on school self-evaluation	D
Ability to lead on action planning and monitoring of improvement	D
Commercial experience or experience of working in an engineering or digital industry	D
Successful partnership working with other schools, agencies and stakeholders	D

KNOWLEDGE, SKILLS AND UNDERSTANDING	
Thorough knowledge and understanding of current curriculum developments	E
The ability to analyse and interpret student performance data and set challenging and realistic targets	E
Ability to create an ethos and structure that allows staff to manage behaviour and which enables all students to achieve their potential	E
A comprehensive understanding of the KCSIE agenda	E

Ability to work effectively as part of the Leadership Team including with governors, staff, students and parents	E
Ability to challenge self, staff and students to develop new outcomes through an entrepreneurial attitude	E
Understanding of the principles of and demonstrable ability to apply school improvement school effectiveness techniques	D
Understanding of students' issues relating to transitioning schools at 14	D
The ability to form relationships with feeder schools and appropriate external agencies	D
Track record of regional partnership working	D
Knowledge and understanding of principles and practices of performance management	D
Ability to work effectively with members of local industry and the community	D

PROFESSIONAL AND PERSONAL ATTRIBUTES

Demonstrable knowledge and understanding of, and commitment to, equality of opportunity and inclusive education	E
Ability to integrate equality policies into service delivery and employment practices	E
Knowledge of appropriate national standards	D
Understanding of multicultural issues in the context of the secondary school	D

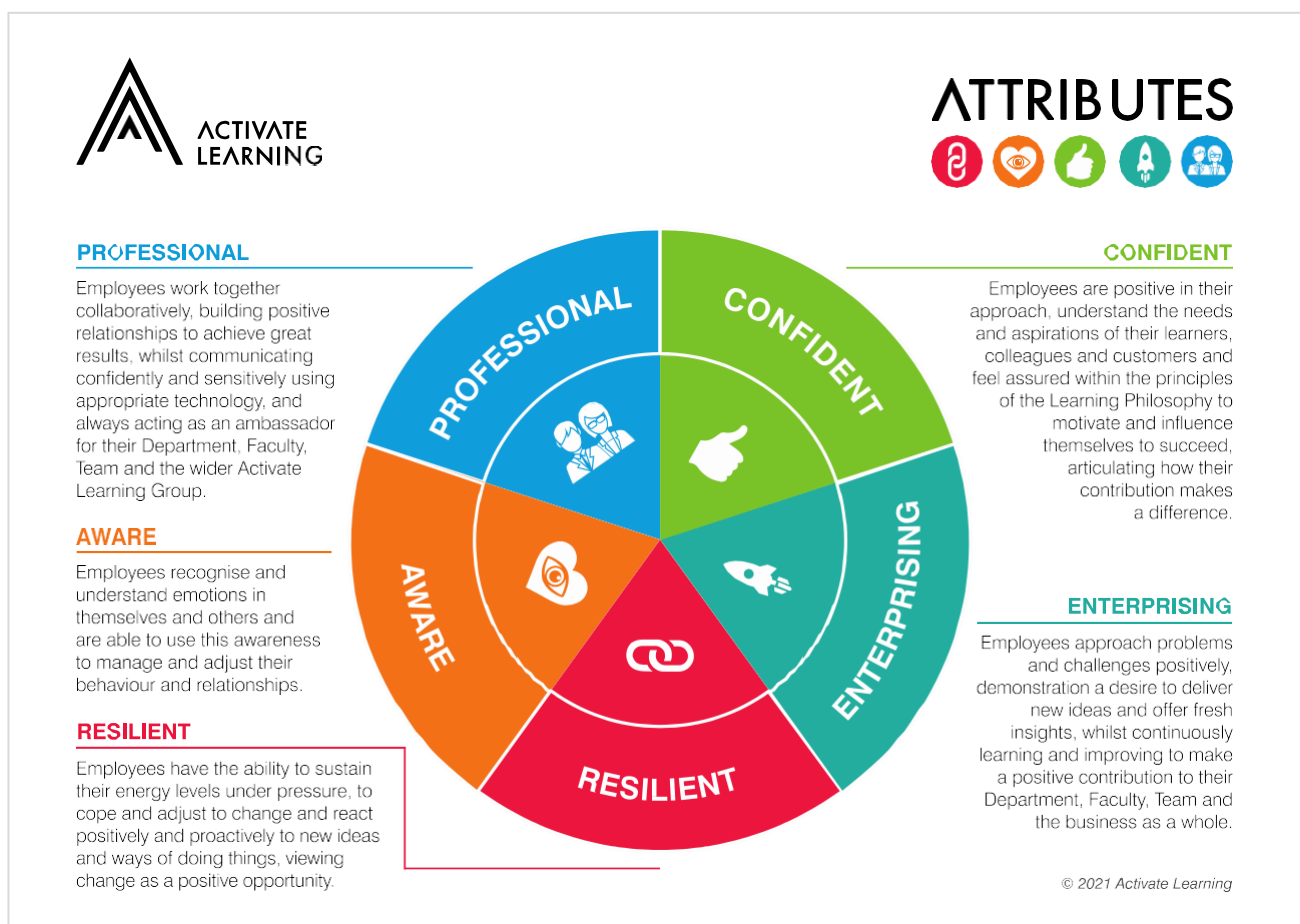
OTHER REQUIREMENTS

Ability to work under pressure; resilient	E
Good communications and ambassadorial skills	E
Ability to prioritise	E
A 'can do' attitude	E
Must be able to maintain the right work/life balance	E
A strong commitment to your personal development. The necessary aspiration and ambition to reach the next stage in your professional career	E

NAME:

SIGNATURE:

DATE:



This job description is written at a specific time and is subject to change as the demands of the organisation and the role develops. The role requires flexibility and adaptability and the employees of the Trust need to be aware that they may be asked to perform tasks and be given responsibilities not detailed on this job description.

Diversity Statement

Activate Learning Education Trust recognises and values the enriching contribution which people from a range of backgrounds and experiences can bring to the life and development of the Trust. We therefore aim to provide an education service which, in its teaching, administration and support services, actively promotes equality of opportunity and freedom from discrimination on grounds of age, cultural background, disability, ethnicity, gender, religion or sexual orientation.

Health and Safety Statement

All employees have a responsibility to promote and maintain a safe and healthy working environment, by taking reasonable care of their own health and safety at work and the well-being of colleagues and students. Line managers have specific responsibility for the health and safety of the team for which they have general management responsibility.

Safeguarding Statement

Activate Learning Education Trust is committed to the safeguarding and welfare of young people and expects all employees and volunteers to share this commitment. We undertake social media checks on all shortlisted candidates in accordance with DFE statutory guidance 'Keeping Children Safe in Education 2022'.