



**ALDERSLEY**  
HIGH SCHOOL

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## **JOB DESCRIPTION**

**Post Title:** Deputy Headteacher of Aldersley High School – **Attainments & Standards**

**Reporting To:** Headteacher

**Contract:** Full Time, Permanent

**Salary Grade:** Leadership Scale L23-28

### **Main Purpose**

The Deputy Headteacher, under the direction of the Headteacher, will take a major role in:

- Formulating the aims and objectives of the school.
- Establishing policies for achieving these aims and objectives.
- Managing staff and resources to that end.
- Monitoring progress towards the achievement of the school's aims and objectives.
- Establishing highly effective leaders and managers through a pastoral or attainment and standards route as pertinent to your role.

If the Headteacher is absent, the Deputy Headteacher will deputise, as directed by the governing board.

The Deputy Headteacher will also be expected to fulfil the professional responsibilities of a Headteacher, as set out in the School Teachers' Pay and Conditions Document (STPCD).

### **Qualities**

The Deputy Headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct.
- Build positive and respectful relationships across the school community.
- Serve in the best interests of the school's pupils.

### **Principal Responsibilities**

#### **Leadership of Attainment and Standards**

Under the direction of the Headteacher, the Deputy Headteacher will:

- Provide strategic leadership for academic outcomes, ensuring consistently high standards of attainment and progress across all key stages. [CHCS - AHT...April 2020 | Word], [CHCS - AHT...April 2020 | Word]



- Lead the school's approach to raising achievement, translating the school vision into measurable improvement priorities and action plans.
- Oversee whole school assessment, tracking and data analysis, ensuring robust systems identify underperformance and inform timely intervention.
- Hold curriculum and subject leaders to account for standards, outcomes and the impact of teaching and learning within their areas.
- Drive continuous improvement in the quality of education, including curriculum intent, implementation and impact.
- Lead and quality assure intervention strategies to close gaps in attainment, particularly for disadvantaged pupils and key sub groups.
- Establish and sustain a culture of high expectations for pupils and staff, taking decisive action where performance is not meeting expectations.
- Support and develop staff through coaching, professional development and performance management, aligned to improved pupil outcomes.
- Contribute to school improvement planning and self-evaluation, using attainment and progress data to evidence impact.
- Support the Headteacher in inspection readiness and external accountability, articulating clearly the school's impact on achievement and standards

### **Organisational Management and School Improvement**

Under the direction of the headteacher, the Deputy Headteacher will:

- Establish and sustain the school's ethos and strategic direction together with the governing board and through consultation with the school community.
- Establish and oversee systems, processes and policies so the school can operate effectively.
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care.
- Lead and manage staff well with due attention to workload.
- Ensure rigorous approaches to identifying, managing and mitigating risk.
- Allocate financial resources appropriately, efficiently and effectively.
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context.
- Make sure these school improvement strategies are effectively implemented.

### **Professional Development**

Under the direction of the headteacher, the Deputy Headteacher will:



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- Ensure staff have access to appropriate, high standard professional development opportunities.
- Keep abreast with developments in education and educational research.
- Seek training and continuing professional development to meet needs.

### **Governance, Accountability and Working in Partnership**

Under the direction of the headteacher, the Deputy Headteacher will:

- Understand and welcome the role of effective governance, including accepting responsibility.
- Ensure that staff understand their professional responsibilities and are held to account.
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties.
- Work successfully with other schools and organisations.
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils.

### **Other Responsibilities**

This job description is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Deputy Headteacher will carry out. The post holder may be required to do other duties appropriate to the level of the role as delegated by the Headteacher.

Note: This job description may be amended at any time in consultation with the post holder.

Person Specification

Essential Requirements

### **Qualifications and Training**

- Qualified Teacher Status.
- Degree

### **Experience**

- Successful Senior leadership and management experience in a school
- Teaching experience
- Involvement in school self-evaluation and development planning
- Demonstrable experience of successful line management and staff development

### **Skills and Knowledge**

- Data analysis skills, and the ability to use data to set targets and identify weaknesses



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- Understanding of high-quality teaching, and the ability to model this for others and support others to improve
- Understanding of school finances and financial management
- Effective communication and interpersonal skills
- Ability to communicate a vision and inspire others
- Ability to build effective working relationships

### **Personal Qualities**

- A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school
- Ability to work under pressure and prioritise effectively
- Commitment to maintaining confidentiality at all times
- Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_