



## Person Specification – Deputy Headteacher

	Essential	Desirable
<b>Qualifications and Training</b>		
Qualified Teacher Status	*	
Evidence of continuing professional development	*	
Commitment to ongoing research into school improvement	*	
Evidence of leading professional development activity	*	
Senior leadership qualifications		*
<b>Employment record</b>		
Substantial and successful experience of senior leadership in the secondary sector	*	
Examples of successful engagement and collaboration with other schools, agencies and stakeholders		*
Experience of having led the success of a school through its leadership, ethos and school effectiveness	*	
<b>Leadership experience and skills</b>		
A track record of providing leadership, raising standards and delivering educational excellence	*	
Understanding of high quality curriculum and behaviour expectations and the ability to model this for others and support others to improve	*	
Experience of successfully managing change		*
Engagement with current education developments, opportunities and innovations	*	
A rigorous approach to accountability for pupil learning outcomes	*	
The ability to challenge, influence and motivate others	*	
Leads by example with an understanding how to use different leadership and management styles	*	
Ability to use data to inform decision making and diagnose weaknesses that need addressing	*	
Ability to exercise good judgement and make effective decisions	*	
Professional and personal integrity	*	
<b>Impact</b>		
Articulates the academy's vision and inspires, motivates and empowers others to achieve this	*	
Works relentlessly to deliver the academy's targets, goals and ambitions	*	
Generates high expectations and achieves the best for every pupil	*	
Manages staff performance highly effectively to drive up standards	*	
Visible and accessible to all stakeholders	*	
Active contribution to the wider part of academy life	*	
<b>Attributes</b>		
Has a clear commitment to fully inclusive comprehensive education	*	
Strong work ethic		
Personal pride in delivering success against challenging targets	*	
Excellent interpersonal and communication skills	*	
Passionate about supporting, motivating and inspiring leaders	*	
A strategic thinker who is creative and imaginative	*	
Stable and supportive with stamina, energy, confidence and emotional intelligence	*	
Shows consistency of judgement and high integrity	*	
Resilient, positive and calm – uses networks to seek advice and support	*	



## Deputy Headteacher – Quality of Education

### Leadership Spine - L17 - L21

#### Job Purpose

- Implement and maintain rigorous monitoring of academy wide standards for the overall Quality of Education and lead the delivery of improvement strategies as required.
- To be an inspirational leader and provide strategic leadership and operational oversight to promote a culture of high standards, expectations and pupil safety throughout the academy.
- Assist the Executive Headteacher and Associate Headteacher in the day to day organisation and management of the academy.
- To support the work of the academy as a National Support School by working in partnership with other schools (within and beyond the Trust) and organisations.

#### Key Responsibilities

##### Key Responsibility – Quality of Education

- Oversee the day-to-day organisation, management and conduct of the academy's provision in accordance with academy policies and procedures and any applicable associated guidance and/or legislation.
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour both in school and in the wider society.
- To oversee and have a robust understanding of how to evaluate and maintain an outstanding 'Quality of Education' at the academy.
- Sustain and improve the quality of education offered to pupils by promoting the highest possible standards and an environment which is conducive to outstanding.
- To be responsible for the leadership and development of the curriculum middle leaders across the academy.
- To use external and internal research and development to innovate and improve the quality of education at the academy providing a research-led approach.
- To play a major role, under the direction of executive leaders, in setting the key improvement objectives for the academy; establishing and embedding policies, systems and practice; and managing staff and resources so that these objectives can be achieved.
- To contribute to the creation and implementation of the School Development Plan and take responsibility for leading key aspects of it.
- To support Executive Leaders in providing assurance to the Governing Body so that Governors have an accurate and robust understanding of the school: strengths; weaknesses; key improvement priorities and strategies to address these priorities; and the progress that the school is making to meet those priorities.
- To have an understanding of effective resource deployment and the importance of informed financial planning.
- To understand how to implement the effective use of government grants e.g. Pupil Premium, Catch Up Grant Strategy.
- Demand ambitious standards of achievement for all pupils, overcoming disadvantage and advancing equality.
- Oversee the provision of the academy's disadvantaged pupils, taking responsibility for the collating of data and the implementation of strategies.
- Develop highly efficient and effective academy systems to support continuous improvement.
- Demonstrate and articulate high expectations, setting aspirational targets for all.
- Assist in the planning of the future strategic direction of the academy to ensure to give every pupil high quality education, highest standards of achievement and wellbeing.
- Ensure a culture of excellent staff professionalism.
- Support in the preparation of academy SEF documentation for Ofsted inspections.



- Demonstrate tenacity, strong work ethic and a relentless focus on school improvement.

### **Managing the Academy**

#### **With the Executive Headteacher and Associate Headteacher:**

- In the absence of the Executive and Associate Headteacher and alongside the Deputy Headteacher, manage the academy on a day to day basis ensuring that Trust policies, including those relating to safeguarding and health and safety are fully adhered to.
- Manage, monitor and review the range, quality, quantity and use of all available resources in order to improve the quality of education and improve pupils' achievements.
- Further develop quality assurance processes and monitor progress towards the achievement of these areas in the academy's strategic direction.
- Maintain standards of pupil behaviour and conduct across the academy.

### **Leading and managing staff**

#### **With the Executive Headteacher and Associate Headteacher:**

- Lead staff with drive, ambition and compassion, in line with the academy values.
- Carry out, through line management or direct responsibility, the performance reviews of staff all relevant arising actions.
- Support the training and development of staff so as to ensure highly effective quality, performance and development.
- Provide support in creating and maintaining excellent working relationships amongst all members of the academy community.
- Motivate and support staff by identifying and addressing areas for development and building on their strengths to support academy succession planning.
- Promote the highest standards of courtesy and mutual respect amongst all members of the academy community.
- Ensure that all staff carry out their professional duties in accordance with their job description and national guidelines and regulations.
- Seek out best practice and work with leaders to consider how to improve the quality of education across the academy.

### **Communication**

- Communicate as appropriate with leaders and staff to identify and improve the quality of education across the academy.
- Ensure communication with parents is regular and informed and use academy systems to record contact over time.
- Provide regular updates to the Senior Leadership Team and key stakeholders e.g. Governors.
- Liaise with parents and external agencies on the wellbeing and progress of pupils.
- To organise, chair and attend internal/external meetings associated with this role.
- To liaise effectively with the Associate Headteacher to ensure the smooth day to day running of the academy.
- To liaise effectively with Executive Leaders to ensure they are well informed with regard to the quality of education across the academy.

### **Strengthening Community**

- To work with the Associate Headteacher to create and maintain positive and supportive relationships with parents, carers and the wider community.
- To build, develop and maintain effective relationships with parents and members of the wider community to enhance the educational experience and outcomes of all pupils.



- To promote collaboration with other schools and organisations in order to share expertise and secure benefits for the staff and pupils of the school.

#### **General Expectation of Academy Leadership Team:**

- Take responsibility for the day to day management of the academy alongside the Associate Headteacher, Deputy Headteacher and the Senior Leadership Team.
- As a key member of the Senior Leadership Team you will assist in contributing to vision, sense of purpose and pride within the academy.
- Uphold the academy vision of 'working together to achieve excellence for all'.
- Contribute to the strategic direction of the academy to ensure school improvement.
- Involvement in the development of all aspects of the academy, including its policies and their implementation.
- Initiate and manage change and improvement to develop the academy and staff.
- Advise and assist the Governing Body as required in the exercise of its functions, including attendance at meetings and preparation of reports.
- Inspire, challenge, motivate and empower others to attain challenging outcomes.
- Establish clear expectations and constructive working relationships among staff.
- Maintain high expectations of all staff and be prepared to challenge underperformance.
- Demonstrate high professional standards.
- Keep a high profile within the academy, taking command of areas at change of lessons and being visible and active during non-structured time.
- Maintain high standards of expectations of pupil behaviour.
- Use Leadership and Management (LM) time effectively to achieve targets.
- Have Line Management responsibility overseeing a number of departments.
- Support the monitoring and evaluation of the quality of education within departments; take the initiative in identifying strategies to support consistency of practice, working closely with the Subject Leader.
- To play a key role in the development and leadership of academy safeguarding policies, ensuring every pupil is safe.

#### **Other**

- Undertake other various responsibilities as directed by the Executive Leaders and the Associate Headteacher.
- Undertake responsibilities as defined in health and safety policies.
- Undertake responsibility for promoting and safeguarding the welfare of pupils.
- The post holder must be flexible to ensure the operational needs of the academy are met.
- Responsibilities may be rotated to provide professional development and to enable preparation for promotion.