



Deputy Headteacher

Salary / grade range	Salary – Leadership L22 – L26 (74,283 – 81,927)
Location	Co-op Academy Grange, Bradford, West Yorkshire
Reports to	Headteacher

Purpose of role:

To assist the Headteacher in the strategic development across the academy, creating a climate of learning where expectations are high, clearly communicated and consistently reinforced. To support the development of the whole child, within a safe and healthy environment, fostering positive community values. To promote a culture where students have high aspirations, the determination to succeed, and opportunities to make exceptional progress. To effectively promote the educational vision of Co-op Academies Trust

The academy aims to appoint the right person for the team; the overarching responsibility allocated for this position will be determined by the skills and experience of the successful applicant.

Key accountabilities (and specific duties / responsibilities):

Strategic

- Support the Headteacher in developing and communicating a clear strategic vision of how to develop the academy successfully to 'Outstanding'
- Have a deep understanding of education theory. We aim to personalise education through innovative approaches to learning, support, experience and leadership
- Have an 'eye' for standards. Implement accurate performance indicators for students and staff and hold everyone accountable for them
- Have up to date understanding of Ofsted requirements and ensure the effective and rigorous self-review framework is embedded within the academy
- Lead on designated sections of the Academy Improvement Plan
- Establish and maintain clear improvement plans, milestones, targets and expectations in relation to standards, quality and achievement
- Support the development of effective, high performing teams across the academy through the delivery of training and through coaching
- Support the Headteacher in managing the academy effectively and ensuring the successful implementation of radical change, and deputise in their absence
- Work in harmony with the Headteacher, Trust, Governors, local schools, other academies and other partners as appropriate.



Student outcomes (in collaboration with other SLT members – details to be agreed)

- Work with the Headteacher in the strategic leadership for all areas of academy improvement, its development and delivery that meets the needs of individual students and maximises the opportunity for each individual to achieve excellent outcomes
- Ensure that learning and teaching policies and practice are at the highest standard
- Use data effectively to raise standards across the academy
- Regularly review and quality assure the student tracking systems across the academy
- Oversee the quality of learning and teaching through regular reviews within the academy, intervening where necessary
- Use data from stakeholder consultation in order to critically evaluate learning and teaching
- Have an oversight of the performance of all key groups
- Oversee regular and systematic reviews of standards to ensure early identification of strengths and weaknesses ensuring effective interventions are made
- Support senior and middle leaders in the effective review of standards in their areas of responsibility
- Motivate students and staff to achieve the highest possible standards and secure the best possible outcomes.

Leading and managing staff

- Promote the academy ethos in which the highest achievements are expected from all members of the academy community
- Lead by example with integrity, creativity, resilience and clarity, demonstrating optimistic personal behaviour, positive relationships and attitudes towards students, staff, parents and Governors
- Exercise effective staff management, lead and motivate others and generate effective working relationships at all levels
- Maximise the contribution of staff to improve the quality of education provided and standards achieved
- Create and maintain good working relationships among all members of the academy community
- Sustain their own motivation and that of staff for whom they are accountable
- Contribute to an effective and rigorous Performance Management process.

Efficient and effective use of staff and resources

- Work with the Headteacher, Governors and colleagues to recruit and retain staff of the highest quality
- Work with colleagues to deploy all staff effectively in order to improve the quality of education provided



- Support the Headteacher and leaders of finance and operations in managing and organising accommodation efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety requirements
- Support the Headteacher in seeking to ensure adequate resources for the academy.

Community

- To attend Governors' meetings, evening and special events
- Ensure that Citizenship and Spiritual, Moral Social and Cultural aspects are embedded throughout the academy and its interface with community partners.

The responsibilities and duties will be reviewed and modified as the Leadership and Senior Management Teams evolve.

Personal attributes required (based on job description):

Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g., application form (A), interview (I) test (T), (O) Observation
Qualifications <ul style="list-style-type: none"> • Degree and teaching qualification • QTS • Strong track record of continuing professional development or further professional study within the last two years and able to evidence impact on school effectiveness 	E E E	A A A/I
Experience <ul style="list-style-type: none"> • Evidence of impacting positively on student outcomes • Up to date and relevant pedagogical knowledge in order to successfully inform the teaching and learning approach across the academy • Evidence of the ability to manage change successfully • Recent evidence of whole school impact which demonstrates the ability to substantially improve and/or maintain a school's progress and outcomes, (e.g., improvement to at least national benchmarks or beyond within key performance measure(s)) 	E E E E	O/A O/A I I

- Evidence of inspiring confidence in staff and students so that they succeed and achieve their personal best
- Excellent communication and presentation skills, both written and oral
- Knowledge of the applications and potential of ICT; high level of ICT skills as both a curricular and administrative tool
- Evidence of successful delivery of CPD which has secured improved organisational outcomes
- A comprehensive understanding both of national performance measures for schools and the Ofsted framework for inspections and experience in using these to drive forward significant improvements within a school

Leadership and Management Experience and skills

- Successful teaching experience including recent teaching to GCSE level
- Leadership experience to at least Assistant Headteacher level currently
- Successful experience of managing, motivating and supporting others to improve
- Ability to work as part of a team and to lead others by example
- Successful experience that demonstrates the ability to confront and resolve problems and to effectively innovate and manage change
- An ability to work autonomously and prioritise conflicting demands
- An ability to set clear targets, track and manage progress and develop strategies to achieve desired outcomes using a range of sources
- An ability to work with a range of external agencies and stakeholders to deliver whole-school initiatives
- Evidence of engagement in partnership and community activities
- Teaching to advanced level
- Senior Leadership experience in at least two schools

Other

- A commitment to Co-operative values and the Co-op's 'Ways of Being'



• A passionate commitment to developing the best in all young people	E	A/O/I
• Commitment to the vision and values of the academy	E	A/O/I
• A positive approach to challenges; seeking solutions to problems and addressing difficulties with cheerfulness and good humour	E	A/O/I
• To be prepared to work flexibly outside the academy's usual hours	E	A/O/I
• Commitment to equal opportunities across the academy	E	A/O/I

The duties outlined in this Job Description are in addition to those covered by the latest School Teachers' Pay and Conditions Document and the National Teachers' Standards. It may be modified by the Headteacher, after consultation, to reflect or anticipate changes in the job, commensurate with the salary and job title, also other duties that the Headteacher may from time to time ask the post-holder to perform.

[Co-op Academies Trust](#) as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check.

All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.