













## Job Description - Deputy Headteacher

### Job Purpose:

Our Values-based Deputy Headteacher, under the direction of the Headteacher, will take a major role in:










-  Leading and inspiring the Academy's ethos and aims, most particularly at one of our two school sites.
-  Leading and monitoring progress of whole school objectives for improvement.
-  Monitoring and evaluating standards of teaching and learning.
-  Monitoring and leading professional development and review.
-  Organising and implementing a broad and balanced curriculum.
-  Organising and implementing effective assessment of learning.
-  Liaising effectively with all stakeholders and other agencies.
-  Establishing effective policies.
-  Managing daily procedures to enable the exceptionally smooth running of the school.
-  Undertaking the professional duties of the Headteacher in the event of his absence.

The remuneration is within the range of 8 to 12 points on the pay spine for Headteachers and Deputy Headteachers. The salary is reviewed annually and determined according to the Academy's Pay Policy. The duties are in accordance with this document.







The Deputy Headteacher should also refer to the Conditions of Employment of Headteachers and the additional professional duties assigned to classroom teachers.

**The main areas of responsibility and the assigned duties are specified below, and are considered within the context of 'under the direction of the Headteacher'.**







### Qualities and Knowledge:

-  Positively lead the day-to-day management of one of our two school sites.
-  Communicate the school's ethos and aims compellingly, ensuring an ethos which enhances outcomes.
-  Support strategic and collaborative leadership.
-  Understand and commit to Diocesan and Church of England guidelines for Education, ensuring these contribute effectively to the life of our Christian Academy.
-  Lead by example, holding and articulating the Academy's clear Christian values and moral purpose, and focusing on providing excellent education for all pupils.
-  Build highly positive relationships with all members of the school community, showing aspiration and positivity at all times.
-  Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally.
-  Work with political and financial astuteness, translating policy excellently into our school's context.
-  Seek training and continuing professional development to meet own needs.






### **Pupils and Staff:**

-  Inspire ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil development and outcomes.
-  Ensure exemplary teaching in the school, including through training and coaching for staff.
-  Establish a culture of 'open classrooms' as a basis for sharing best practice.
-  Create a Christian ethos within which all staff are motivated and supported to enjoy, achieve and learn.
-  Identify emerging talents, coaching current and aspiring leaders.
-  Hold all staff to account for their professional conduct and practice.

### **Systems and Processes:**

-  Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose.
-  Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary, values-based behaviour.
-  Implement systems for inspiring the best performance of all staff, addressing underperformance, supporting staff to improve and valuing excellent practice.
-  Work with the governing board to drive the school further forwards.
-  Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources.
-  Support distribution of leadership throughout the school.

### **The Self-improving School System:**

-  Create an outward-looking school which works with other schools and organisations to secure exceptional quality of teaching, personal development and outcomes for all pupils.
-  Develop effective relationships with fellow professionals.
-  Model entrepreneurial and innovative approaches to school improvement and leadership.
-  Inspire and influence others to believe in the fundamental importance of a Christian Academy's ethos upon enhancing outcomes for all.
-  Inspire and influence others to believe in the fundamental importance of education in young people's lives and to promote the value of education.

**The Deputy Headteacher will be required to safeguard and promote the welfare of children and young people, follow school policies and the staff code of conduct.**

**Please note that this 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 directed by the Headteacher.**