

Chief Executive: Mr Tarun Kapur CBE

Chairman: Mr Damian McGann

Dear Applicant

Thank you for your interest in the position of **Deputy Headteacher at** Dean Trust Ardwick, 345 Stockport Road, Ardwick, Manchester, M13 0LF.

Salary: L23-L27, £72,497-£79,958 per annum. **Actual salary to be confirmed on appointment.**

Please find below a job description and person specification.

If you would like to learn more about The Dean Trust, please visit: https://www.thedeantrust.co.uk

**Method of Application**

To apply please click on the **'Apply Now'** link on this page or for further information please contact Gill Laws - HR Lead: DTARecruitment@deantrustardwick.co.uk

**Closing Date**

Applications received after the closing time of **10am Thursday 20th January 2022** will not be considered.

Interviews will be held W/C 31st January 2022

The Dean Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

If you have any questions please contact us on 0161 972 2988 or email DTARecruitment@deantrustardwick.co.uk Thank you again for your interest in working for The Dean Trust. We look forward to hearing from you.

**Human Resources Department**



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| Cecil Avenue, Sale, Cheshire, M33 5BPt: 0161 973 1179e: office@thedeantrust.co.uk w: www.thedeantrust.co.ukRegistered in England 8027943 VAT Registration 195 3889 46The Dean Trust is a company limited by guarantee. |  |

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.

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| **Job title** | **Deputy Headteacher** |
| **Reporting to** | **Headteacher** |
| **Main purpose of job** | The postholder will be part of the Senior Leadership Team and lead the development of whole school policy and practice in the area for which they have responsibility in order to advance the school’s core purpose. The postholder is expected to make a significant contribution to school improvement and provide support to the Headteacher where required across all aspects of school leadership. Due to the seniority of this position, the postholder will be expected to be flexible and agile in their ability to take on responsibility in any area of school leadership as determined by the Headteacher, Governing Body and/or Executive Team. |
| **Key responsibilities:** |
| **Core Purpose*** To demand ambitious standards, expectations and aspirations for all pupils, overcoming disadvantage and advancing equality.
* To play a major role under the direction of the Headteacher for setting the key improvement priorities for the school; establishing and embedding policies, systems and practice to address priorities and advance the school’s core purpose.
* Contribute to achieving the school’s vision by providing effective strategic and operational leadership.
* Adopt an evidence-informed approach to lead colleagues to continually improve the performance of school.
* To undertake the professional duties of a Deputy Headteacher as reasonably delegated by the Headteacher, including those of a Headteacher, in the event of the Headteacher’s absence from the school.

**School Culture*** To articulate the school’s core purpose, vision and values and ensure that they are understood, shared and acted upon by all.
* Promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment.
* Establish and maintain a safe and calm environment by sustaining high expectations and standards of behaviour for all pupils.
* Ensure that the school’s routines and rules are clearly understood and followed by all staff and pupils.
* 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.
* Provide staff with high quality professional learning opportunities that enable them to thrive in their roles, develop professionally and effectively contribute to the school’s core purpose.

**Curriculum and Teaching** * Ensure pupils are provided with a broad, ambitious and coherent curriculum.
* Establish a culture and develop practices that enable all pupils to access the curriculum and learn effectively.
* Contribute to developing high quality teaching across all subjects, built on an evidence-informed understanding of how pupils learn.

**Organisational Effectiveness*** To establish and oversee systems, processes and policies for their area of responsibility that enables the school to operate effectively.
* To lead on aspects of school self-evaluation; evaluating how effectively the school delivers on its core purpose and makes a distinct impact.
* To contribute to the creation and implementation of the School Improvement Plan and take responsibility for leading key aspects of it.
* To support colleagues through effective direction, mentoring and coaching, so that they can be more effective in how they lead and manage pupils and staff.
* Ensure that the Headteacher and Governors are informed and advised about educational plans, policies and priorities and their impact.
* To promote collaboration within the Trust and across other external organisations in order to share expertise and secure benefits for the staff and pupils of the school.
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| **All employees have the responsibility to:** |
| * Ensure any documentation produced is to a high standard and is in line with the brand style
* Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
* Participate in training and other learning activities as required
* Participate in the school/academy Performance Management process
* Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
* Promote the area of responsibility within the school/academy and beyond
* Represent the school/academy at events as appropriate
* Support and promote the school/academy ethos
* Undertake any other duties and responsibilities as required that are covered by the general scope of the post
* Undertake any other reasonable duties at the request of the Headteacher and Executive Team.
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All post holders must comply with The Dean Trust professional standards for leaders and managers. The job description will be reviewed as necessary as part of the Performance Management process and is subject to modification and amendment at any time after consultation with the post holder

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| **Qualifications and training** | **Essential*** Degree in teaching qualification
* Qualified teacher status
* Evidence of recent and relevant professional development

**Desirable*** Good honours degree (1st Class or 2:1)
* Additional degree or management qualification
* NPQSL
* A willingness to undertake NPQH
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| **Experience** | **Essential*** Leadership experience at a senior level.
* Evidence of significant involvement and impact of leadership at whole school level.
* Leading professional development that positively impacted on staff and the school.

**Desirable*** Leadership and management of a number of whole school areas.
* Leadership experience in more than one school.
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| **Knowledge, skills and abilities** | **Essential*** Successful classroom practitioner with a record of excellent examination results.
* Ability to establish positive and enriching relationships with colleagues, pupils and parents.
* Understanding of the principles of effective leadership and management and the ability to apply them.
* Knowledge and understanding of current educational issues and the ability to respond to them strategically.
* Ability to effectively provide open and honest feedback to bring about improvements.
* An effective communicator both verbal and written.

**Desirable*** Understanding of latest research and publications informing educational practice.
* Effective mentor and coach.
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| **Qualities** | **Essential*** Unwavering commitment to improving the life-chances of young people.
* Has a strong and influential presence around school, being an excellent role model for staff and pupils.
* Has high expectations and aspirations for all staff and pupils.
* Models and upholds the highest standards of professional conduct
* Self-aware and committed to personal and professional development.
* Is loyal, reliable, committed and has high levels of integrity.
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