

THE ROSELAND MULTI ACADEMY TRUST
JOB DESCRIPTION

Job Title:	Deputy Headteacher (Secondary)
Grade:	L17 – L22
Contract:	Permanent / Full-Time
Responsible to:	Chair of the Trust Board / Chief Executive Officer / Headteacher

Main Purpose

The Deputy Headteacher will work closely with the Headteacher to:

- Work towards achieving the Trust's mission and vision by working collaboratively.
- Maintain and positively sustain a culture of continuous improvement and high expectations of all stakeholders.
- Drive for significantly improved standards in the quality of education whilst focusing on progress, attainment and outcomes for all children.
- Ensure there is a strong focus on personal development that enables students to be healthy, stay safe, enjoy and achieve maximum potential, and make a positive contribution to the school and the community it serves.
- Continue to lead the cultural transitional arrangements from partner schools to the school.
- Ensure that information systems are in place to provide timely robust data to support the management of the school.
- Lead by example and model best practice regarding leadership, management, professional conduct, workload and personal development.
- Formulate the aims and objectives of the school and Trust and support the strategic leadership and direction.
- Establish robust structures for achieving the school's and Trust's aims and objectives and monitor and evaluate progress towards the achievement of these.
- Deputise and undertake overall responsibility for the school in the absence of the Headteacher and on any other occasions which are deemed necessary.

Duties and Responsibilities

Qualities and Knowledge

- Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all students.
- Build positive relationships with all members of the school community, showing positive attitudes to them.
- 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 into the school's and Trust's context.
- Communicate the school's and Trust's vision compellingly and drive strategic leadership.
- Seek training and continuing professional development to meet own needs.

Students and Staff

- Demand ambitious standards for all staff and students, instilling a strong sense of accountability in staff for the impact of their work on student outcomes.
- Ensure excellent teaching and learning in the school, including through modelling, training and development for staff.
- Establish a culture of trust and openness as a basis for sharing best practice.
- Emulate and model the Falmouth Family School Cultures throughout all the initiatives, documentation and communication.
- Create an ethos within which all staff are motivated and supported to develop their skills and knowledge and lead their own CPD.
- Identify emerging talents, coaching current and aspiring leaders.
- Ensure all staff embody the highest 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 students and staff, focused on safeguarding students and developing exemplary behaviour.
- Ensure that rigorous financial systems and processes are in place and followed by the school securing financial success and sustainability of the school.
- Ensure robust management of the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice.
- Evaluate the behaviour systems to ensure they are fair, inclusive and promote positive achievement and attendance.
- Support the implementation of the tracking and evaluative systems and developing clear impact measures.
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources.
- Support and develop distribution of leadership throughout the school.

Continuous Improvement

- Work as part of the Leadership Team to plan, monitor, evaluate and challenge to enable effective school improvement.
- Create an outward-facing school which works with the Trust, other schools and organisations to secure excellent outcomes for all students.
- Develop effective relationships with fellow professionals.
- Model and lead innovative approaches to school improvement, leadership and management.
- Inspire and influence others to believe in the fundamental importance of education in young people's lives and to promote the value of education.

Other Areas of Responsibility

- To work alongside and support other Leadership Teams within the Trust.
- Undertake any relevant professional duties delegated by the Headteacher or CEO.
- Participate in school-to-school support as required.
- To undertake some teaching.
- Be aware of, and adhere to, applicable rules, regulations, legislation, policies and procedures within the Trust including health and safety, equal opportunities, safeguarding, equality and diversity and data protection.
- Maintain confidentiality of information acquired in the course of undertaking duties for the school and Trust.
- Your employment will be based at Falmouth School but you may be required to work at any other premises occupied by the employer or any of the employer's academies within mid-Cornwall as directed by the employer.

Falmouth School, part of The Roseland Multi Academy Trust is committed to safeguarding and promoting the welfare of children, and expects all staff to share this commitment. The successful candidate will be required to undertake an Enhanced DBS check and online searches will be carried out for shortlisted candidates.

Please note that this 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. This job description may be amended at any time in consultation with the post-holder.

Person Specification

Criteria	Qualities – Essential	Qualities – Desirable
Qualifications & Training	<ul style="list-style-type: none"> • Degree • Qualified Teacher Status • Knowledge/training in practices for outstanding teaching and learning • Evidence of recent professional development at leadership level or of senior leadership responsibilities • Evidence of participating and engaging in the latest education related research, networks 	<ul style="list-style-type: none"> • Understanding of school finances and financial management • NPQH • Postgraduate qualifications
Experience	<ul style="list-style-type: none"> • Sustained successful senior leadership and management experience in a school • Strong understanding of secondary school teaching and learning and curriculum accountability measures • Implementing and sustaining a whole school initiative with impact • Experience in leading evidence-based improvement • Evidence of fluent ability in use of data to evaluate performance and lead whole school improvement • Knowledge and understanding of different curriculum models and associated financial planning • Leader with a proven track record in raising standards in Quality of education and/or Behaviour & Attitudes and/or Personal Development • Leadership of principles of outstanding teaching and learning with experience of classroom observation and feedback • Involvement in school self-evaluation and development planning • Demonstrable experience of successful line management and staff development and accountability procedures • Responsibility for policy development and implementation • Experience of financial planning and budget management • Understanding and experience of statutory safeguarding requirements, including safer recruitment 	
Skills & Experience	<ul style="list-style-type: none"> • Evidence of ability to maintain excellent working relationships with all staff and other stakeholders • Experience in curriculum design and timetabling • Ability to think and act strategically • Skills, experience and ability to model and promote high quality learning and teaching to meet the needs of all learners • Ability to recruit, deploy, develop and retain staff • Outstanding all-round communication, advocacy and presentation skills • Ability to forge productive relationships with trustees, parents, learners, the local community, 	

	other schools and partners	
Personal Qualities	<ul style="list-style-type: none">• A commitment to getting the best outcomes for all students and promoting the ethos and values of the school and Trust• Resilient and able to work under pressure and prioritise effectively• Commitment to maintaining confidentiality at all times• Commitment to safeguarding and equality	