



Job Description and Person Specification

Job title:	Deputy Headteacher
Scale:	L21 – 25
Purpose of role:	<ul style="list-style-type: none"> ● To carry out the duties of a Deputy Headteacher, as set out in the current School Teachers' Pay and Conditions Document ● To promote the ethos of the school ● To provide high quality strategic and operational leadership, at all times ● To ensure that all pupils have access to the highest standards of teaching and learning ● To play an active role in the maintenance of excellent standards of dress & behaviour, throughout the school ● To be fully accountable for the performance and well-being of a significant number of staff and pupils.
Line Manager:	Headteacher
Main duties and responsibilities :	<ul style="list-style-type: none"> ● To deputise for the Headteacher, as required, in their absence ● To adopt a proactive role in all aspects of strategic and operational planning ● To participate in all aspects of school policy making ● To play a leading role in the delivery of the school's self-evaluation procedures, including monitoring and evaluating outcomes ● To be an appraiser of MLT ● To lead and manage policy development ● To assist with all aspects of organisational development and employee relations ● To participate in the supervisory duty system, including lunchtimes ● To share responsibility with the Headteacher, for oversight of the school and full time support staff during pupil closure periods ● To attend Governors' meetings to assist the Governors in the discharge of their statutory responsibilities ● To participate in the organisation and delivery of the Collective Act of Worship ● To agree and support the achievement of pupil progress targets in order to make a measurable contribution to whole school targets ● To support, facilitate and monitor the progress of designated subject development plans to ensure they make a significant contribution to the School Improvement Plan ● To provide regular feedback for teachers in a way which recognises good practice and supports their progress against performance management objectives resulting in a tangible impact in pupil progress ● To support and assist staff to ensure they understand, and are actively implementing, the key aspects of the School's behaviour and inclusion policies ● To lead, develop and enhance the teaching practice of others by monitoring, evaluating, supporting, guiding and target setting <p>The following areas are specific to this post:</p> <ul style="list-style-type: none"> ● Single Central Record ● Teaching staff recruitment ● Teaching staff Retention ● Staff wellbeing ● Directed Time ● Planning to ensure we are fully staffed to fulfill our curriculum. ● Teaching staff disciplinary procedures ● Appraisal and pay recommendations ● Sickness absence for teaching staff

	<ul style="list-style-type: none"> • Appropriate record keeping of meetings with staff. • Approving and monitoring of all Leave of Absence requests from teachers. • Liaise with supply agencies to ensure good relations and provide feedback on the quality of long term supply teachers • Marketing of school (inc. website) <p>other areas negotiable:</p> <ul style="list-style-type: none"> • DPO for whole school GDPR • Whole school lead for Online Safety • Whole school IT 	
Finance and resources Supervision Health and Safety	<ul style="list-style-type: none"> • Supervises and monitors the quality and quantity of the day to day work of a significant number of teaching and support staff within the school • Management of a delegated budget • Management of a significant number of staff (teaching and support) • Management of curriculum physical resources. 	
Person specification How measured during the recruitment process: A = Application Form, R = Reference, I = Interview, T=Task		
Skills	Essential <ul style="list-style-type: none"> • Excellent knowledge of DfE and School Policies and Procedures (A, I) • As listed in the current Teacher Standards • Exemplary classroom practitioner (R) • Interpersonal skills/people management (R) • Leadership/management of staff & resources (A, I, R) • Communication (IT, written & verbal) (A, I) • Monitoring and evaluation of lessons (A, I, R) • Proven record of achievement (R) 	Desirable <ul style="list-style-type: none"> • Budget management (I)
Knowledge and understanding	Essential <ul style="list-style-type: none"> • Understanding of role of Deputy Headteacher (A) • Clear vision & developed philosophy to include equal opportunities (A) • Self evaluation (A,I) • Assessment & Data Analysis(A,I) • Curriculum & Timetabling issues(A,I) • Current educational initiatives & legislation(A,I) • Role of Governing Body(A,I) • Continuous Professional Development(A,I) • Performance Management(A,I) • Collaborative working, including partner schools (A,I) 	Desirable <ul style="list-style-type: none"> • Finance & Personnel issues (A,I) • Health and Safety issues (A,I) • Special Needs (A,I) • More than one previous school(A)
Experience Qualifications Working arrangements	Essential <ul style="list-style-type: none"> • Whole school leadership & management responsibilities in the secondary phase, evidenced by a proven record of achievement. (A) • Qualified Teacher Status (A) • Recent & relevant long or short course experience (A) • Exemplary attendance record (A, R) <p>Commitment to:</p> <ul style="list-style-type: none"> • Raising attainment for ALL pupils (A, I) • Rigorous performance management (A, I) • Professional development of ALL Staff (A, I) • Embracing and actioning change (A, I) 	Desirable <ul style="list-style-type: none"> • NPQH/NPQSL or similar OR willingness to undertake

- | | | |
|--|---|--|
| | <ul style="list-style-type: none">• Community liaison including parental involvement (A, I)• Meet the requirements of the Disclosure & Barring Service | |
|--|---|--|

Other Duties - The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties which may be required from time to time. Any such duties should not however substantially change the general character of the post.