

JOB DESCRIPTION**Job Title:** Deputy Headteacher/Head of School**Salary:**

Leadership 17-21

Location: Mayfield School**Line Manager:**

Executive Headteacher

1.0 JOB PURPOSE

- 1.1 To support the Executive Headteacher in the day-to-day management of the school
- 1.2 To assist in managing the EYFS, primary, secondary and sixth form departments of school
- 1.3 To enhance whole school staff, student and visitor experience
- 1.4 Manage and support staff recruitment and induction
- 1.5 Support staff CPD & Wellbeing
- 1.6 Management of volunteers & education placements
- 1.7 Ensure welfare and safeguarding of all students
- 1.8 Engage with parents, carers and the wider community to promote the schools' values and achievements
- 1.9 To provide professional leadership and management
- 1.10 To promote high standards and raise standards in all areas of the school and Trust
- 1.11 To establish a culture that promotes excellence, equality and high expectations.
- 1.12 To evaluate school achievement, performance and student progress
- 1.13 To identify school development priorities for continuous improvement and raising of standards.
- 1.14 To adhere to and develop policies and practices to meet EIAT's vision
- 1.15 To ensure resources are efficiently and effectively used
- 1.16 To secure the commitment of the wider community by developing effective partnerships within and outside of the Trust
- 1.17 To create a positive learning environment that is engaging and fulfilling for students and staff
- 1.18 To carry out the duties of the post in line with the remit outlined in the current School Teachers' Pay and Conditions Document

2.0 DUTIES AND RESPONSIBILITIES

- 2.0 To contribute towards the EIAT's values and vision, demonstrating these in everyday practice
- 2.1 To motivate and work with others to create a shared understanding of the EIAT's vision, EIAT's values and culture
- 2.2 To ensure that strategic planning takes account of the diversity, values and experience of EIAT and the wider community, including national and local trends and requirements
- 2.3 To ensure cohesion, creativity, innovation and the use of new technologies to achieve excellence
- 2.4 To contribute towards the development, implementation and review of the school's self-evaluation processes ensuring that appropriate reference is made to data and achievement
- 2.5 To lead the monitoring and evaluation of specific areas of responsibility across the school and actively support all areas of responsibility on allocated site
- 2.6 To be responsible for updating the SEF form relating to areas of responsibility as often as required
- 2.7 To ensure teams of staff and individual staff accountabilities are clearly defined, understood and agreed, and are subject to review and evaluation
- 2.8 To provide coherent and accurate information of areas of responsibility to a range of audiences including staff, Trust colleagues, governors, trustees, parents and external agencies
- 2.9 To provide regular reports relating to specific areas of responsibility to the local governing body
- 2.10 To work with the local governing body to enable it to meet its responsibilities
- 2.11 To create and maintain an effective partnership with parents and carers and other stakeholders
- 2.12 To ensure due consideration is given to the views of students through a variety of methods
- 2.13 To positively and pro-actively contribute to EIAT liaison and marketing activities

2.14 Achievements and Standards

- 2.15 To ensure a consistent and continuous focus on pupil achievement, using data and benchmarks, where appropriate to monitor progress
- 2.16 To ensure the maintenance of accurate and up-to-date information concerning specific areas of responsibility
- 2.17 Identify and take appropriate action on issues arising from data. Set deadlines and review progress on action taken
- 2.18 Provide the relevant Executive Head, Trust Leaders, Local Governing Body and Board of Trustees with relevant information relating to performance and development

3.0 Student Development and Well-being

- 3.1 Create and promote EIAT values, ethos and strategies to support the overall inclusion, personal development, achievement, development and well-being of students
- 3.2 Create and promote the EIAT ethos and culture which enables communication and promotes positive student behaviour and enables all students to feel safe and secure
- 3.3 Create and promote positive strategies for challenging all forms of bullying including racial and other prejudice
- 3.4 Create and promote EIAT values that take into account of the richness and diversity of EIAT's communities
- 3.5 Celebrate achievements of all groups
- 3.6 Create and promote the EIAT ethos, environment and curriculum

4.0 Curriculum Provision and Delivery

- 4.1 Lead the establishment of creative, responsive and effective approaches to learning and teaching across the school
- 4.2 Be responsible for the development, implementation and maintenance of strategies which secure high standards of behaviour.
- 4.3 As part of the Senior Leadership Team to contribute to the development, organisation and implementation of a diverse, flexible curriculum that provides for all students
- 4.4 As part of the SLT contribute to the development of an effective assessment framework
- 4.5 As part of the SLT contribute to the development of the new technologies
- 4.6 As part of the SLT contribute to the development of strategies for ensuring inclusion, diversity and access
- 4.7 To monitor and review classroom practice and actively identify and promote improvement strategies
- 4.8 Keep up to date in national developments in teaching practices and methodology
- 4.9 To monitor and respond to curriculum development at national, regional and local levels

5.0 Leadership and Management

- 5.1 To assist in the management of the appropriate areas of specific responsibility
- 5.2 To build a collaborative learning culture within the school and actively engage with other schools within and outside of the Trust to build effective learning communities
- 5.3 To establish a learning environment where colleagues share a common purpose and are treated fairly and with dignity and respect to create and maintain a positive EIAT culture
- 5.4 To ensure effective planning, allocation, support, monitoring and evaluation of work by teams and individuals, including clear delegation of tasks
- 5.5 To manage identified cost centres to achieve EIAT financial goals
- 5.6 As part of the Senior Leadership Team contribute to the strategies and procedures for staff induction, professional development and performance review
- 5.7 To undertake the performance review of a team of teachers and act as a reviewer for a group of support staff
- 5.8 To ensure that the range, quality and use of available resources is monitored, evaluated and reviewed to provide value for money
- 5.9 To regularly review own practice, set personal targets and take responsibility for own personal development
- 5.10 To promote teamwork and to motivate staff, including the celebration of achievement
- 5.11 To participate in the safer recruitment and interviewing process for vacant posts

6.0 Other

- 6.1 To respond to reasonable requests to undertake work of a similar level that is not specified in this job description
- 6.2 Deputise for the Executive Headteacher in their absence
- 6.3 Retain some teaching responsibility but have increased duties for managerial and pastoral issues
- 6.4 Act as an effective role model, maintaining and upholding effective personal and professional boundaries
- 6.5 To work reasonable hours as are necessary to discharge your professional duties, including hours outside of directed time, commensurate with the role and level of responsibility
- 6.6 Your employment will be based at Mayfield School but you may be required to work at any other premises occupied by the Employer or any of the Employer's Academies as directed by the Employer.

7.0 Safeguarding

- 7.1 Have due regard for Safeguarding and Promoting the Welfare of Children and Young People and to follow the Child Protection Procedures adopted by EIAT
- 7.2 To ensure all tasks are carried out with due regard to Health and Safety
- 7.3 To follow all reporting and recording protocols