

## Job Description and Person Specification

### Deputy Headteacher

Role and Context	
Job Title	Deputy headteacher
Salary Grade	Leadership Scale 1-5
Reports to	Academy Headteacher
Job Purpose	<p>To carry out the professional duties of a Deputy Headteacher as circumstances may require and in accordance with the Trust's policies under the direction of the Academy Headteacher.</p> <p>The role of the Deputy Headteacher is integral to the leadership and management of the academy and will support the head in delivering the vision and ethos for the academy. The role will be varied and developing and will include a class teaching role. In addition, the Deputy Head Teacher will be expected to assist the headteacher and Senior Leadership Team in the management and development of the academy through key responsibilities linked to quality and standards.</p> <p>Main purpose:</p> <ul style="list-style-type: none"> <li>• Deputising for the Headteacher and when required acting up in the absence of the headteacher</li> <li>• Assisting the Headteacher in delivering strong and inspirational leadership</li> <li>• Demonstrating strong people management across the academy</li> <li>• Assessing the needs of all pupils and making sure their potential is reached</li> </ul>
Other Information	<p>This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation. This job description should be read in conjunction with 'Clarification notes on the exercise of professional duties for all teachers, other than head teachers' contained at Appendix A. This job description should be read in conjunction with 'Clarification notes on the exercise of professional duties for all teachers, other than head teachers' contained within Parts XI and XII of the School Teachers' Pay &amp; Conditions Document.</p>

	<p>Although the post holder will initially be assigned to a specific role, there is no guarantee that this arrangement will continue and it is subject to business needs. The post holder will therefore need to be prepared to work across multiple locations, areas and groups of pupils as required from time to time. This may include working at other Trust academies in Norfolk.</p> <p>Some responsibilities may extend beyond regular working hours on occasion.</p>
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### Principal Accountabilities

The post holder must at all times adhere to the Teachers' Standards 2013 (amended from time to time, most recently July 2021) as a minimum level of practice.

#### Accountable to the Headteacher for:-

- sustaining the aims and objectives of the academy, and establishing the policies through which they will be achieved; managing staff and resources to that end; and monitoring progress towards their achievement
- working to maximise students' progress towards their full potential
- liaising with the stakeholders to support academy improvement

#### Areas of Responsibility and Key Tasks

##### 1. Leadership

- Uphold the Trust Behaviours and Attitudes at all times
- Ensure the maintenance of high-performance standards
- Strive to achieve all academy targets
- Ensure that the academy is a self-evaluating institution with a robust system of quality assurance
- Undertake any professional duties delegated by the Headteacher
- Deputise for the Headteacher in the event of their absence from the academy
- Support with the development and implementation of the Academy Development Plan and SEF
- Lead by example and support the day to day management of the academy as required
- Prioritise own continuous professional development and that of the staff
- Provide a professional presence in staff meetings and SLT meetings

##### 2. Management

- Support with the performance management process, to ensure:
  - the annual performance management of all staff
  - consistently high levels of performance and commitment from all members of staff
  - appropriate opportunities for professional development for all staff

- Challenge underperformance at all levels with effective corrective action
- Build and maintain excellent relationships with all stakeholders
- Ensure high management standards of staff so that their contribution to the work of the Academy is developed and maximised
- Manage the academy involvement in relevant networks
- Manage resources and allocate them to support effective teaching and learning
- Take responsibility for the day to day running of the academy in the headteacher's absence
- Manage time effectively, prioritising tasks to ensure deadlines are met

### **3. Teaching and Learning**

- Undertake a class teaching role
- Consistently demonstrate high quality teaching and learning, maintaining a classroom that is inspirational for other staff and provides an outstanding environment for learning
- Raise standards in teaching and learning across the academy by supporting and developing others
- Develop high expectations and a strong culture for behaviour management in line with the Trust policy
- Act as a role model for all teaching staff including ECTs and students

### **4. Quality Assurance and Standards**

- Demand ambitious standards for all children, instilling a sense of accountability in staff for the impact of their work on pupil outcomes
- Contribute to tracking and reporting of pupil progress and attainment in own class and across the academy; analysing national and local data to provide an evidence-based approach
- Support the headteacher to hold staff to account to ensure that there is accelerated progress and high expectations in order that the attainment gap is narrowed through clearly defined, understood and agreed targets
- Support headteacher with pupil progress reviews
- Contribute to monitoring a range of activities, including work scrutiny, planning and feedback and monitor the impact

### **5. Curriculum Development**

- Support the headteacher with the intent, implementation and impact of the curriculum across the academy in line with Trust policy
- Contribute to the whole academy's planning activities.

### **6. Other Areas**

- The positive implementation of equal opportunities within the academy
- Implementation of the Safeguarding Policy and assisting the headteacher with Safeguarding of pupils within the academy
- Monitoring the health and safety of self and others in accordance with the Trust Health and Safety Policy

- Consistent application of the academy and Trust policies and procedures
- Act as an advocate of The HEART Education Trust at all times

Specific responsibilities will be assigned by the headteacher based on the priorities and capacity of the academy, aligned to quality and standards.

The headteacher will take into account workload, given the full class responsibility when assigning specific responsibilities.

### Person Specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• A degree or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Higher degree qualification, post graduate courses</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Evidence of participation in INSET</li> <li>• Classroom teaching experience across EYFS KS1 and / or KS2 (as appropriate)</li> <li>• Experience of managing teaching resources</li> <li>• Successful experience as a consistently high performing teacher</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of curriculum leaderships across the academy age range</li> <li>• Evidence of successful whole academy leadership experience</li> <li>• Experience of managing and /or coordinating staff</li> <li>• Evidence of managing or making a substantial contribution to outcomes for children</li> </ul>
<b>Skills/Knowledge</b>	<ul style="list-style-type: none"> <li>• Sound knowledge of educational policy developments, research and implication for in academy practices</li> <li>• A deep understanding and passion for teaching and learning</li> <li>• Knowledge of the Ofsted EIF and handbook</li> <li>• Awareness of current developments in education and the implications of these</li> <li>• Practical understanding of effective teaching and</li> </ul>	<ul style="list-style-type: none"> <li>• Recent experience of an OFSTED inspection and its follow up</li> <li>• Understanding of conduct of teacher appraisal</li> <li>• Involvement in academy improvement work</li> <li>• Understanding of how to set targets</li> <li>• Experience of planning the curriculum across EYFS, KS1 and/or KS2 (as appropriate)</li> <li>• Understanding of the role which can be played and the community in raising standards</li> </ul>

	<p>learning strategies.</p> <ul style="list-style-type: none"> <li>• How to promote inclusion and implement equal opportunities for all</li> <li>Strategies to motivate and engage pupils to maximise learning opportunities and outcomes</li> <li>• Management of pupils' behaviour and attitudes to learning and the ability to put this into practice.</li> <li>• Clear understanding of safeguarding policy and practice</li> <li>• Understand the planning of the National Curriculum, including assessment, recording and reporting.</li> <li>• Ability to analyse data and use data to set targets and identify areas for development</li> <li>• Prioritise plan and organise own work; direct, coordinate and provide professional direction to the work of others</li> <li>• Experience of working with parents to support their children's learning</li> <li>• Able to manage support staff in the classroom</li> <li>• Ability to communicate effectively in writing and orally</li> <li>• Ability to inspire and motivate colleagues, providing the appropriate balance of challenge and support</li> <li>• Ability to deal with sensitive issues professionally</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to implement changes and monitor impact</li> <li>• Commitment to the academy's wider community</li> <li>• A positive and energetic approach to work</li> <li>• Flexible and approachable</li> <li>• Resilient under pressure</li> <li>• An understanding of the way academies can promote values and a moral code</li> <li>• Understanding of the needs to promote positive role models</li> </ul>
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	<ul style="list-style-type: none"> <li>• Competent in the use of ICT</li> <li>• A commitment to inclusive education and willingness to respond to the needs of individual learners</li> <li>• Commitment to their own development</li> <li>• Commitment to equality of opportunity</li> <li>• Commitment to race and gender equality and social inclusion</li> </ul>	
<b>General Information</b>		
<p>All work performed/duties undertaken must be carried out in accordance with the Trust's policies and procedures, within legislation, and with regard to the needs of our stakeholders and the community we serve.</p> <p>Post holders will be expected to be flexible in their duties and carry out any other duties commensurate with the role, as requested by management.</p> <p>This job description is subject to regular review.</p>		