

Job Description: Deputy Headteacher (L20-24)

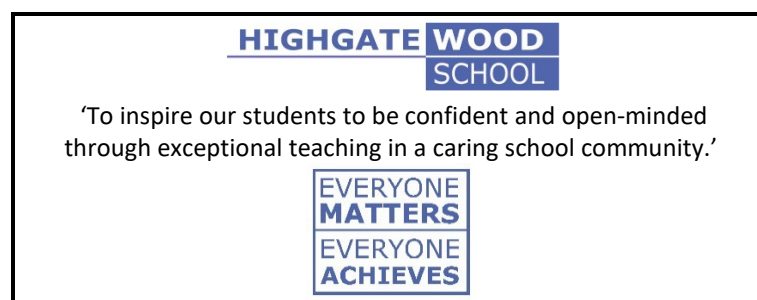
The purpose of this job description is to outline the generic professional responsibilities associated with the post. Securing the right person with the drive, ambition, innovation, motivation and leadership expertise is our paramount objective. There is flexibility in determining the specific roles and responsibilities for this post.

The post-holder will be directly accountable to the Headteacher.

Purpose of post:

- To provide excellent leadership and high quality management, enabling the school to realise its strategic intentions as determined by the governors and Head teacher
- To support the Headteacher in securing the continued improvement and success of the school

Shaping the Future



- Work within the Leadership Team to develop our educational vision and strategic direction and ensure this vision is clearly articulated, shared, understood and acted upon effectively by all
- Work with the Leadership Team to establish an ethos which is underpinned by The Highgate Wood Way and our core behaviours of Courtesy, Consideration, Contribution and Co-operation
- Embody the Staff Culture of SHOW UP and model this to others
- Act as a key driver of development and change
- Take the lead role in developing and implementing whole school improvement areas
- Lead, innovate and inspire others to make an impact on the educational progress of all groups of students
- Act as a role model to promote the school's ethos and vision both within school and to our wider community
- Motivate and work with others to create a shared, high-expectation culture and positive work environment
- Ensure creativity, innovation and other transformational activities raise standards across the school
- Communicate well with all stakeholders to secure the success of new initiatives

Leading learning and teaching

- Be an outstanding practitioner and role model for teaching and learning
- Ensure that all students have equality of opportunity and can work to their optimum
- Ensure a consistent and relentless school-wide focus on students' achievement, using data and benchmarks to monitor progress in every student's learning
- Lead, develop and enhance the teaching practice of others
- Ensure that learning is at the centre of strategic planning and resource management
- Establish creative, innovative, responsive and effective approaches to learning and teaching in all areas of the curriculum
- Implement strategies which ensure the highest standards of behaviour and attendance
- Monitor, evaluate and review classroom practice and promote improvement strategies
- Challenge underperformance at all levels and ensures effective corrective action and follow-up

Developing self and working with others

- Build capacity amongst colleagues to deliver and sustain the highest quality outcomes
- Treat people fairly, equitably and with dignity and respect to create and develop a positive school culture of personal responsibility and the celebration of excellence
- Take a lead role with other senior leaders across the school for ensuring that staff CPD needs are both identified and supported
- Coach and support the development of leadership and management skills in others
- Develop and lead CPD linked to your areas of whole school leadership
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals; ensure clear delegation of tasks and devolution of responsibilities
- Develop and maintain a culture of high expectations for self and for others
- Regularly review own practice, set personal targets and take responsibility for own personal development

Managing the organisation

- Maintain and develop the highest quality systems to ensure that all events, activities and day to day management run smoothly and efficiently
- Produce and implement clear evidence-based improvement plans and policies for the development of the school and its facilities
- Ensure open and collaborative approaches are embraced to develop effective communication and teamwork
- Ensure that operational systems relating to teaching and learning, health and safety, pupil welfare and safeguarding are implemented and working effectively
- Develop and promote policies and procedures that ensure the school's distinctive ethos and aims are reflected in our practice
- Deputise for the Headteacher when appropriate
- Deputise for other members of the senior leadership team and assist other members of the school's wider leadership group as appropriate
- Undertake specific, significant roles in the leadership and management of the school

Securing accountability

- Monitor, review and be accountable for the continued, effective work of all staff for whom the post-holder is responsible
- Identify areas of underperformance and/or further development and ensure that colleagues are supported and challenged appropriately
- Contribute to the whole school review, monitoring and evaluation cycle including lesson observations, learning walks, data analysis and review meetings
- Contribute to the relevant sections of school self-evaluation and improvement planning
- Report to the Headteacher and governors regularly and attend governor meetings and various committees as directed

Strengthening community

- Create and maintain an effective partnership and good communication with parents and carers to support and improve students' achievement and personal development
- Develop communication both within the school and the wider community
- Build a school culture and curriculum which reflects diversity and promotes positive strategies for challenging discrimination of any kind
- Ensure learning experiences for students are linked to and integrated with the wider community
- Support the events and activities which involve students, families and communities beyond the school day
- Collaborate with other agencies and develop strategies to provide for the academic, spiritual, moral, social, emotional and cultural well-being of pupils
- Seek opportunities to invite parents and carers, community figures, businesses or other organisations into the school to enhance and enrich the school and its value to the wider community

This position will also involve taking on other appropriate roles and duties as and when directed by the Headteacher.

This job description may be amended at any time following discussion between the Headteacher and members of staff and is to be reviewed periodically.