



ODYSSEY EDUCATIONAL TRUST
Main Street, Humberstone, Leicester, LE5 1AE

Job Description and Person Specification

POST:	Deputy Head Teacher
Responsible to:	Executive Head Teacher
School:	Odyssey Educational Trust - Humberstone Junior Academy
Grade:	Leadership L10 to L14
Salary:	(£55, 360 - £61, 042) depending on skills and experience
Hours:	Full time – permanent

THE ROLE OF DEPUTY HEAD TEACHER

Main purpose

The Deputy Headteacher, under the direction of the Executive Headteacher, will take major role in:

- Formulating the vision and objectives of the school
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards the achievement of the school's aims and objectives
- Establishing a culture that promotes excellence, equality and high expectations for all pupils.
- Ensuring the quality of teaching and learning and safeguarding throughout the school.

Qualities

The deputy headteacher will:

- Uphold the Trust Values and maintain high standard of behavior and professional conduct.
- Build positive and respectful relationships across the school community.
- Serve in the best interests of the school's pupils.

Duties and Responsibilities

Strategic Leadership work in partnership with the Executive Head Teacher

- Model and promote the trust's vision and values for the school which can be understood, communicated and acted upon effectively.
- Model research based approaches to school improvement, leadership and curriculum.
- Lead by example – with integrity, creativity and clarity – to inspire and influence other stakeholders to believe in the fundamental importance of education and to promote the value of education.

Educational Excellence

- Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of ownership and accountability from staff for the impact their work has on pupils' outcomes.
- Secure excellent teaching through applying their understanding of how pupils learn and of the core features of successful classroom practice and curriculum design.
- Shape the teaching through high quality training, systematic approach to monitoring and sustained professional learning for all staff.
- Develop strong partnerships with parents and carers to support pupils' achievement and personal development.

Quality of Operational Management

- Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
- Support the fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting all staff to improve and develop.
- Distributed leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities.
- Ensure that the school's system, organisation and processes are well considered, efficient and fit for purpose.

Securing Accountability

- Welcome strong governance and actively support the Executive Head to deliver internal and external accountability.
- Present required reports on the school's performance in a form appropriate to the range of audiences, including Trustees, the local community, Ofsted and other necessary stakeholders.
- Hold all staff accountable for their professional conduct and practice as outlined in Code of Conduct.
- Foster an autonomous culture that ensures policies and practice take account of national and local policies and initiatives and comply with legal requirements.

Safeguarding

- Lead Designated Safeguarding Lead (DSL)
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.
- Ensure that the child protection and safeguarding policies and procedures adopted by the Trust Board are fully implemented and followed by all staff.
- Ensure that sufficient resources and time are allocated to enable staff to discharge their child protection and safeguarding related responsibilities effectively. Provide support to staff members to carry out their safeguarding duties

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the deputy headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Person specification Key:

App – Application Form

Ref – Reference

SP – Selection process. This could include a range of exercises, including an interview

Knowledge, Experience and Skills	Essential/ Desirable	How Assess
Strategic Leadership		
Experience of being effective within leadership role/s	E	App/SP
Ability to build effective relationships with staff, parents, trustees, and other Stakeholders	E	App/SP
Prioritises learning in all strategic decision making	E	App/SP
Ability to make and implement difficult decisions based on Trust values and vision	E	App/SP
Implements a strategic plan across the whole school, identifying priorities and evaluating impact	E	App/SP
Works with and motivates teams and individuals to implement changes across the school	E	App/SP
Educational Excellence		
Implementation of strategies which secure high standards of teaching and learning	E	App/SP
Experience of curriculum design and development that has resulted in impact	E	App/SP
In depth knowledge of the use of data to monitor pupil progress	E	App/SP
Effective use of assessment tools to monitor teaching and learning	E	App/SP
Ability to identify excellent classroom practice to enable teachers to improve through effective feedback	E	App/SP
Regularly reviews own practise and continually participates in quality CPD	E	App/SP
A proven ability to motivate, lead and interact with staff, pupils and parents/carers	E	App/SP
Operational Management		
Recruits, develops, retains and manage a range of school staff	E	App/SP
Promotes culture of staff and pupil wellness	E	SP
Ability to deploy effectively staff and resources	E	App/SP
Ability to distribute work effectively	E	App/SP
Uses CPD to motivate, enthuse and develop all staff	E	App/SP
Effective use of robust and transparent effective interventions to ensure	E	App/SP

pupils maintain good progress		
Manages the school's environment in line with health and safety regulations	D	App/SP
Develops appropriate school development plans	D	App/SP
Securing accountability		
Holds people to account for conduct and practice	E	App/SP
Works effectively with the trustees and Exec Head to fulfil statutory duties	E	App/SP
Provides performance data to parents, trustees and school improvement officers	E	App/SP
Develops appropriate school policies and procedures	E	App/SP
Builds relationships with community groups, outside agencies and other schools which create innovative learning experiences for pupils	E	App/SP
Works with parents and carers to improve pupil achievement	E	App/SP
Safeguarding		
Is fully aware and able to implement effective policies and procedures	E	App/SP
Ability to deal with sensitive issues in a supportive and effective manner	E	App/SP
Experience in strategies to manage behaviour	E	App/SP
Qualifications and training		
Qualified Teacher Status or other educational qualification	E	App/SP
A degree or management qualification	E	App/SP
Personal qualities and attributes		
Moral purpose (Equality, children and adults treated with respect)		SP
Values led in own approach to leadership		SP
Excellent communicator (Listening, putting a message across)		SP
Child centred in approach and ethos		SP
Demonstrates leadership resilient		SP

Demonstrates Integrity		SP
Self-motivated and able to motivate others		SP
Enjoys challenge		SP
Works to deadlines and manages pressure		SP
Enthusiastic and optimistic, good sense of humour		SP
Excellent problem solving /analytical skills		SP

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: Oct 2022

Line manager's signature: _____

Date: _____