DEPUTY HEAD JOB DESCRIPTION

Job Title:	Deputy Head
Location:	Mid Essex Co-operative Academy
Grade / Allowances:	LD14-18

Job Purpose:

To work with the Headteacher and other Senior Leaders to ensure the very best education for the students, through achieving the Academy and Trust's aims and objectives. In particular, to work with the Headteacher to develop the school Self Evaluation Form and the School Development Plan and to support members of SLT to deliver progress towards their allocated targets within the plan.

The Deputy Head of School shall play a major role under the overall direction of the Headteacher in;

(a) formulating the aims and objectives of the academy;
(b) establishing the policies through which they shall be achieved;
(c) managing staff and resources to that end; and
(d) monitoring progress towards their achievement;

The Deputy Head of School shall undertake any professional duties of the Headteacher reasonably delegated to him/her by the head.

The Deputy Head of School will undertake the professional duties of the Headteacher in the event of his/her absence from the school.

Accountabilities:

- 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 pupils' progress towards their agreed targets
- ensuring appropriate transition plans are in place for all pupils
- liaising with the stakeholders to support school improvement

Responsibilities:

LEADERSHIP

- Maintaining and developing the ethos, values and overall purposes of the trust and Academy
- Formulating the aims and objectives of the Academy and policies for their implementation

- Ensure the maintenance of high performance standards for staff and pupils
- Development of a plan which will translate school aims and policies into actions
- Monitoring and evaluating the performance of the school
- Implementing the Trust's policies on equal opportunity issues for all staff and students in relation to sex, gender, race, disability and special needs
- 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
- Carry out the professional duties of the Headteacher in the event of his/her absence from the academy
- Keep up to date with developments in Alternative Provision
- To advise and assist the Local Governing Board and/or Board of Trustees as required in the exercising of its functions including attending meetings and presenting reports.
- To assist liaison and co-operation with Local Authority officers and support services

MANAGEMENT

- Direct and supervise support staff assigned to them and, where appropriate, other teachers.
- Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.
- Implement the Academy 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
- Deploy resources delegated to them.
- Build and maintain excellent relationships with the Academy stakeholders
- Ensure high management standards of staff so that their contribution to the work of the Academy is developed and maximised
- In conjunction with the HoS, lead the Academy Development Planning and evaluation processes of the Academy
- Contribute to the Academy involvement in relevant networks
- Oversee the work of the Examinations Officer
- Lead, manage and support allocated members of SLT
- Take responsibility for the day to day running of the school as appropriate
- To assist liaison with other professional bodies, agencies and services
- To develop and maintain positive links and relationships with the community, local organisations and employers:
- To promote a positive image of the school
- To ensure that the school plays a constructive role in the life of the community and that its curriculum draws on the nature and resources of that community.

- To contribute to the formulation of the school's policies and procedures concerning resource management
- To allocate, control and account for those financial and material resources of the school which are delegated by the Headteacher.
- To promote an attractive environment, which stimulates learning and enhances the appearance of the school.
- To contribute to arrangements for the security and effective supervision of the school buildings, their contents and grounds, including aspects of health and safety.
- To maintain effective working relationships with external agencies and services contracted to the Academy and the Trust

QUALITY OF TEACHING AND LEARNING

- Oversee the development, organisation and implementation of the school's QA and PM processes around teaching and learning
- Ensure that the learning and teaching provided by departments and teaching teams forms a co- ordinated, coherent curriculum entitlement for individuals
- Ensure that information on pupil progress is used to improve teaching and learning to inform and motivate students, to inform parents, to provide necessary references for other educational institutions and employers, and to aid governors in their future management of the school
- Ensure that referring schools receive regular and comprehensive reports on pupil progress, attendance and safeguarding
- Ensure that personalised learning programmes for individual pupils are fit for purpose and enable effective progression and achievement, linked to the pupil transition plan.
- Monitor and quality assure alternative education & enrichment activities in accordance with the educational aims of the school
- Ensure teaching and learning reflects the specialist needs of the Academy and ensures the highest standards in every pupil's learning
- Develop and maintain high quality transition from referring schools, with curriculum continuity and maximised pupil progress
- Ensure a consistent and continuous focus on pupil achievement across a range of appropriate criteria, with systems for recording and monitoring individual pupil progress
- Lead on departmental evaluation as part of a regular review cycle
- Give regular feedback to colleagues in a way which recognises good practice and supports their progress against professional and performance management objectives, resulting in a tangible impact on students' learning
- Undertake a teaching commitment at a level consistent with the needs of the Academy and the demands of the post
- Participate in appropriate meetings with colleagues and parents relating to the above duties

TEACHING

- To carry out the duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document.
- To carry out the duties of a general class teacher as detailed in the school's class teacher job description, including the provision of cover for absent teachers.
- Plan and teach lessons to the classes assigned to teach within the context of the school's plans, curriculum and schemes of work.
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.
- Participate in arrangements for preparing pupils for external examination
- Work with others on curriculum and/or pupil development to secure co-ordinated outcomes.

PUPIL WELLBEING

- To promote a proper regard for authority and the encouragement of good behaviour amongst students, ensuring high quality standards of discipline
- Actively promote pupil wellbeing
- Lead the development among students of self-discipline
- Support the management of individual disciplinary cases
- Promote the safety and well-being of pupils.
- Ensure that issues such as race, bullying, equal opportunities and staying safe are covered in the curriculum to raise awareness of these issues
- Promote British values and co-operative values
- Understand the needs of pupils including those with SEND or with emotional or health issues
- To help in maintaining and developing effective communications and links with parents and to provide positive responses to concerns and problems regarding their children's education.

PROFESSIONAL DEVELOPMENT

- Participate in arrangements for the appraisal and review of their own performance and, where appropriate, that of other teachers and support staff.
- Participate in arrangements for their own further training and professional development and, where appropriate, that of other teachers and support staff including induction
- Provide a vehicle for staff to share CPD outcomes

SAFEGUARDING

Fulfil personal responsibilities, and support the Headteacher in securing compliance by those working in school, for safeguarding as set out in the Children's Act, Statutory Guidance and

by the Local Children's Safeguarding Board. These include:

- Operating a culture of listening to children and taking account of their wishes and feelings, both in individual decisions and the development of services;
- Operating clear whistleblowing procedures,
- Sharing information, with other professionals
- Take Level 3 safeguarding training and act as DSL as and when required
- Operating safe recruitment practices
- Ensuring appropriate supervision and support for staff, including undertaking Induction, safeguarding training and reviews of practice
- Ensure that all staff follow the Academy safeguarding procedures and that these are regularly up-dated in line with changes to legislation or with reference to specific cases
- Operating and monitoring clear policies for dealing with allegations against people who work with children.

Keys Co-operative Academy Trust (KCAT) is committed to safeguarding and promoting the welfare of children and vulnerable adults, and expects all employees and volunteers to share this commitment.

Keys Co-operative Academy Trust is committed to ensuring all recruitment is undertaken fairly, effectively, safely and in accordance with legislation. The information below provides pre-employment screening guidance for candidates applying to this job at Keys Co-operative Academy Trust.

Pre-Employment Checks appropriate to this Job Profile

- Identity
- Medical Screening
- References
- Qualifications
- Prohibition from Teaching
- Self Disclosure
- Enhanced DBS Check
- DBS Barred List Check
- Keys Co-operative Academy Trust LADO Safeguarding Checks
- Right to work in the UK
- Individuals who have lived outside the UK
- Childcare disqualification check
- S128 Direction Check

Person Specification

The applicant will be required to safeguard and promote the welfare of children and young people. Please note that Candidates failing to meet any of the essential criteria will automatically be excluded

Category	Essential	Desirable
Qualifications	Qualified Teacher Status Degree Professional Development in preparation for Headship/Deputy Headship	A post- graduate qualification eg masters or SEND Evidence of professional development relevant to the post Meets the requirements re: the National Professional Qualification for Headship
Experience	Experience as an Assistant Headteacher or equivalent Successfully led, planned, managed and evaluated change which has had a significant impact at whole school level Demonstrated the ability to work strategically and successfully at a senior leadership level Working successfully with other education partners and providers Demonstrated the ability to lead, manage and evaluate successful behaviour for learning Experience of teaching pupils of all abilities	Experience of supporting the development of teaching staff Experience of leading and managing high performing teams Experience of the deployment of support staff to maximise their impact on pupil progress and wellbeing Experience of managing the efficient use of resources Experience of leading CPD sessions Experience of teaching students with identified SEN/evidence of ability to improve the attainment of disadvantaged students
Leadership	Ability to analyse data, set targets and monitor/evaluate progress towards these Understanding of and commitment to promoting and safeguarding the welfare of students Experience of leading a high performing team	Evidence of successful strategies for planning implementing, monitoring and evaluating classroom practice Knowledge of what constitutes quality in education provision, and strategies for raising standards and achievement of all students
Skills and knowledge	Effectively manage pupil behaviour through positive interactions Work as part of a senior leadership team Display highly developed interpersonal skills	Delegate leadership effectively Understand the role of governing bodies and other governance structures and have the skills to support good governance in the Academy

	Liaise with outside agencies Produce well-written and accurate reports, policies, guidance documents and letters Read and interpret data from a range of sources and present them to a range of audiences, including the senior leadership team, staff and LGB Use ICT as a teaching, communication and administrative tool Multi-task and effectively manage an extensive portfolio Demonstrate evidence of outstanding teaching practice	The ability to conduct a difficult conversation with staff, pupils, parents and other agencies
Teaching and Learning	A secure understanding of the requirements of the National Curriculum Relates well to children understanding their individual needs An understanding of the characteristics of an effective learning environment and the key elements of successful behaviour management Evidence of consistently high quality teaching and learning Able to liaise with a range of professionals and parents	Understanding of successful teaching and learning in education across the key stages Knowledge and experience of a range of successful teaching and learning strategies to meet the needs of all students An understanding of assessment strategies and the use of assessment to inform the next stages of learning A knowledge of statutory requirements relating to the curriculum and assessment Sensitive to individual needs of the pupil
Personal Qualities and Abilities	A warm, engaging and transparent personality The ability to remain calm A willingness to go the extra mile An ability to quickly adapt to changes The ability to think strategically Strong communication skills Excellent time management A flexible and reflective approach to work	Empathy for disadvantaged and vulnerable pupils

	Genuinely committed to upholding co-operative values	