

JOB DESCRIPTION

JOB TITLE	Deputy Headteacher: Quality of Education	GRADE	L16-20
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BASIC JOB PURPOSE

As Deputy Headteacher, you will provide professional leadership and support the Headteacher and in the management of Sir William Stanier School, leading on a key area of focus across the school. You will work with the rest of the leadership team helping to shape the strategic direction and improvement of our school. You will assist in securing excellent outcomes for all our students, regardless of background, so that they can be successful members of society. You will embed the Trust’s ethos, values and vision through inspiring and dedicated leadership, promoting a culture of high expectations in which both students and staff feel valued.

MAIN RESPONSIBILITIES

Key responsibilities:	
1	To take responsibility for day-to-day management of aspects of the school and, in the Headteacher’s absence, take full responsibility for the school.
2	To lead the strategic development of the Quality of Education through work with the Senior Leadership Team, review of current provision, and by ensuring that statutory responsibilities are met.
3	Provide guidance and support to colleagues, including other members of the leadership team, in developing and improving the school so that all students achieve their full academic and personal potential.
4	Support and contribute to the development and implementation of the schools’ strategic and operational plans.
5	In partnership with the Headteacher, and other leaders, ensure the wellbeing of students and staff.
6	Regularly engage with current research and disseminate to staff to ensure that the school remains at the forefront of exceptional provision.
Leadership and Management:	
1	Take responsibility for the management of specific areas within the school as determined by the Headteacher.
2	Support whole school aims, objectives and policy decisions, and contribute to their successful implementation.
3	Actively promote the school with external agencies and other stakeholders, representing the Headteacher, the school or Trust as appropriate.
4	Provide information, advice and perspective to the governing body and to any legitimate external enquiry or evaluation.
5	Support the Headteacher in the implementation of effective performance appraisal for all staff, including line-management of identified staff and departments.
School ethos and culture:	
1	Support the Headteacher in fostering a strong sense of community and positive ethos among students and staff.
2	Support colleagues, including members of the leadership team, in promoting the consistent implementation of the behaviour policy, and system of rewards and sanctions, so that the school is an orderly, caring and respectful environment.
3	Act as a positive role model to staff and students.
4	Be active in issues of staff and student welfare and support and demonstrate a commitment to equality of opportunity for all members of staff.
5	Attend evening events, as required, to support the wider ethos of the school.
Class Teacher Responsibilities:	

1	Undertake the normal responsibilities of a teacher, adhering to the Teacher Standards.
2	Attend and participate in parent and open evenings.
3	Participate in staff training, INSET and professional development opportunities.
4	Ensure that the learning environment is attractive, safe and conducive to student learning.
Other Responsibilities:	
1	Actively promote the safety and welfare of our children and young people.
2	Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy.
3	Be aware of, and adhere to, all Trust and Academy level policies and procedures and comply with their contents, raising any concerns in a timely manner.
4	Work with other providers in The Learning Partnership and beyond to establish good practice and offer support where required.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Notwithstanding the detail in this job description, the jobholder will undertake such work as may be determined as necessary by the Trust.