

# Job Description: Deputy Headteacher (Quality of Education)

**Line of responsibility:**

The Deputy Headteacher (Quality of Education) is directly responsible to the Headteacher

**Responsible for:**

Members of the Senior Leadership Team (SLT), Admissions, Exams, Link departments and student leaders

**Job content:**

The basic duties of a teacher are outlined in the current Teaching Standards and School Teachers' Pay and Conditions Document (STPCD)

**Core responsibilities:**

- Work in partnership with the Headteacher, developing strategic and operational plans that deliver and sustain school improvement
- Ensure the vision for the school is effectively and clearly articulated, shared, and understood by all stakeholders
- Drive the continued evolution and improvement of Teaching & Learning utilising evidence-based research
- Lead change in response to the Curriculum and Assessment Review
- Contribute to the school's ongoing inclusion strategy
- Oversee the implementation of the school's pioneering Digital & AI strategy
- Oversee our Quality Assurance process
- Oversee Whole School CPD
- Work alongside the Headteacher to deliver our 'outward-facing school' strategy
- Lead performance management for teaching staff
- Contribute to the ongoing development of student voice
- Oversee our Exams department and Admissions process

**Leadership and Management:**

- Model the vision and values of the school in everyday practice
- Deputise for the Headteacher in their absence
- Contribute to the smooth day-to-day running of the school, including supporting and upholding the school's policies and procedures
- Work closely with the Deputy Headteacher (Pastoral) to ensure integration and alignment of Quality of Education and our pastoral provision
- Foster a shared inclusive culture and positive ethos
- Contribute to all areas of school life, demonstrating proactivity and adaptability
- Promote a culture of high expectations and excellent student progress
- Work with the Headteacher and other senior leaders on the strategic development and implementation of the School Development Plan (SDP), review of the Self Evaluation Form (SEF), and preparation for Ofsted
- Attend Governing Board meetings and liaise with specific link governors with Quality of Education responsibilities
- Collaborate with other schools and organisations to share expertise and bring positive benefits to our school and other schools

**General:**

- Ensuring the school maintains a supportive, safe and open environment where all staff and students feel valued, engaged, informed and involved

- Modelling best practice in the classroom
- Optimising the deployment of school resources ensuring proper management, monitoring and control of the school's budget, securing best value
- Communicating effectively and building strong, collaborative relationships with the whole school community – students, parents, governors and colleagues, and beyond
- Implementing change, using research as a driver, and leading teams in achieving measurable impact
- Actively engaging with google classroom and other online platforms to share resources, set homework and communicate with students
- Demonstrate commitment to own professional development and deliver CPD to others
- Participating in a duty rota and contributing to whole school supervision duties
- Acknowledging and celebrating the success and achievement of others
- Maintaining a highly visible and authoritative presence around school
- Keep up to date with educational reform and policy
- Playing a full part in the wider school community
- Shaping the curriculum to the needs of students ensuring breadth of offering and value for money
- Promoting high expectations of staff and students and holding staff to account
- Confidently analysing and evaluating performance data, identifying priorities and leading on actions for continuous improvement
- Presenting an accurate account of the school's performance to a range of audiences
- Taking a leading role in performance management
- Working with the Headteacher on staff appointments
- To attend all staff meetings, middle leader meetings, Senior Leadership Team meetings and GB meetings
- Work in accordance with the school's Health and Safety Policies and Procedures
- Support and encourage the school's ethos and its objectives, policies and procedures as agreed by the Governing Board
- Uphold the school's Staff Code of Conduct and policies in respect of child protection and safeguarding matters
- Ensure that parents and students are well informed about the curriculum, attainment and progress
- Undertake such other duties as laid down in the School Teachers' Pay and Conditions Document and those delegated by the Headteacher

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post and may be subject to modification.

## Person Specification: Deputy Headteacher (Quality of Education)

Assessed by: A = Application, I = Interview and T = Task

|   | Essential | Desirable | Assessed by |
|---|-----------|-----------|-------------|
| <b>Qualifications</b>   |           |           |             |
| Qualified Teacher Status  | ✓         |           | A           |
| Good honours degree   | ✓         |           | A           |
| Safeguarding qualification/DSL  |           | ✓         | A           |
| Evidence of commitment to continuing professional development   | ✓         |           | A & I       |
| NPQSL / NPQH qualification  |           | ✓         | A           |
| <b>Experience</b>   |           |           |             |
| Substantial experience as a Senior Leader in a secondary school setting   | ✓         |           | A           |
| Experience as a Senior Leader in more than one school or setting  |           | ✓         | A           |
| Current and relevant knowledge of best practice in school leadership and management   | ✓         |           | A & I       |
| Knowledge of national changes; curriculum, assessment and Ofsted  | ✓         |           | A & I       |
| Understanding of effective teaching and learning strategies including SEND provision  | ✓         |           | A & I       |
| Knowledge of the barriers to achievement and how to overcome them in relation to inclusion, especially for disadvantaged students and SEND        | ✓         |           | I           |
| Knowledge of and a commitment to equality, diversity and inclusivity  | ✓         |           | I           |
| Experience of curriculum innovation, development, organisation and implementation   |           | ✓         | A & I       |
| Experience of having improved and sustained an effective behaviour management policy  |           | ✓         | I           |
| Experience of analysis and interpretation of data which led to school improvement   | ✓         |           | A & I       |
| Ability to demonstrate consistently good or better teaching practice against the current Teaching Standards                                       | ✓         |           | T           |
| Experience of developing high achieving teams within a complex school environment   |           | ✓         | I           |
| Experience of implementing behaviour management strategies consistently and effectively   |           | ✓         | I           |
| Experience of leading/organising successful whole school change projects  | ✓         |           | A, I & T    |
| Experience of working with outside agencies   |           | ✓         | I           |
| Experience of leading staff training and development  | ✓         |           | I           |
| Experience of mentoring or supporting ECTs or ITTs  |           | ✓         | I           |
| <b>Skills and abilities</b>   |           |           |             |
| Demonstrate excellent interpersonal and communication skills  | ✓         |           | I           |
| Ability to think strategically, innovatively and creatively   | ✓         |           | A & I       |
| Inspire, challenge and motivate others to contribute fully to the school's vision and values  | ✓         |           | I           |
| Ability to develop and sustain effective rapport with students and collegiate relationships with colleagues, demonstrating empathy and compassion | ✓         |           | I           |
| Are self-aware and demonstrate a positive and adaptable mindset   | ✓         |           | I           |

|  |   |  |   |
|--|---|--|---|
| Ability to manage and develop good relationships with parents encouraging their involvement      | ✓ |  | I |
| Lead by example and with integrity, demonstrating high levels of professionalism                 | ✓ |  | I |
| Excellent organisational skills, ability to work under pressure and meet deadlines               | ✓ |  | I |
| Demonstrate curiosity and an attitude to continuously learn                                      | ✓ |  | I |
| Treat others fairly, equitably and with dignity and respect but still challenge underperformance | ✓ |  | I |