

## Job Specification:

### **DEPUTY HEADTEACHER (SECONDARY SCHOOL) LEADERSHIP SPINE**

#### **GENERIC JOB SPECIFICATION**

##### **Purpose of the Role:**

To support the Headteacher as part of the Senior Leadership Team (SLT) responsible for the leadership, management and internal organisation of the school. The duties of the SLT overlap and are reviewed from time to time. In addition to this generic job specification, Deputy Headteachers will take on specific responsibilities.

##### **Leadership and Management:**

- To ensure the smooth running of the school on a day-to-day basis.
- To keep up to date with major developments in secondary education and to share this knowledge with the staff.
- To work holistically within the SLT to avoid the artificial separation of school matters into wholly academic or wholly pastoral.
- To work with the other members of the SLT in creating, supporting and monitoring the School Development Plan and Self Evaluation Form.
- To lead and share in the organisation of school events, including assemblies, and be prepared to represent the school outside normal school hours.
- To act as link member of the SLT to specific faculties and ensure that systems for departmental monitoring and performance management are in place.
- To assist the Headteacher in the appointment of new staff.
- To attend and contribute to relevant meetings of the local governing body.
- To promote, support and contribute to the ethos, vision and values of the school and trust.
- To contribute to the work of Horncastle Education Trust as required.
- To deputise for the Headteacher as and when appropriate.
- To promote and lead the development of an environment and culture which supports and develops individuals, and puts wellbeing of staff and students at the heart of decision making.
- To contribute to efficient and effective resource management of both staff deployment and budgets.
- To oversee and manage the effectiveness of allocated staff members in meeting the requirements of their role, the vision and values of the school and trust and their respective professional standards.
- To pro-actively lead the appraisal of others and provide effective advice and training.
- To support the development of a shared understanding of school and trust policies and procedures, schemes of learning and assessment protocols, and ensure that they are properly implemented, providing support where necessary.
- Engage as a role model with external agencies, other educational establishments or national bodies to advance own learning, develop strategy and support others in order to secure better outcomes for students.

**The postholder will also be a qualified Teacher, therefore, this job brief should be read in conjunction with the job description of a Teacher within our Trust.**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The school is strongly committed to the professional development of its entire staff and there is a well-structured programme in place.

## Requirements for the post:

<b>Qualifications/Training</b>	<b>Essential</b>	<b>Desirable</b>
Degree or equivalent	✓	
Qualified teacher status (QTS)	✓	
Higher degree or experience of educational research/NPQH		✓

<b>Professional Development</b>	<b>Essential</b>	<b>Desirable</b>
Evidence of recent and appropriate involvement in professional development	✓	
Involvement in a Senior Leadership development programme		✓

<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
Relevant teaching experience in a 11-16 school	✓	
Substantial & effective leadership at middle and / or senior level	✓	
Experience of working as a team leader with responsibility for the performance of others, implementing strategies which support team members to achieve and exceed expectations, and tackling underperformance should it occur	✓	
Experience in the process of raising standards, target setting and evaluating progress against targets	✓	
Experience in the process of school self-evaluation and quality assurance and the creation of School Improvement plans	✓	
Experience in more than one school		✓
Experience of working in a school with a sixth form		✓
Experience of working in a co-educational school		✓
Experience in the process of staff selection and appointments	✓	
Experience of delivering continuous professional development to a group or team, harnessing and disseminating aspects of good practice	✓	

<b>Professional skills and knowledge</b>	<b>Essential</b>	<b>Desirable</b>
Commitment to safeguarding and promoting the physical and emotional health and wellbeing of young people	✓	
A commitment to inclusion, equality of opportunity and diversity	✓	
A thorough knowledge of current curriculum issues and affecting education	✓	
Pedagogical expertise and the ability to promote effective teaching and learning	✓	
An ability to articulate high expectations and a strategic vision for the school which is shared by all stakeholders	✓	
An ability to analyse and interpret complex information (including data) and explain it to a wider audience	✓	
A high level of personal organisation coupled with ability to prioritise and delegate	✓	
Experience of successful collaboration with other schools and the wider community		✓
Experience of successful budgetary responsibility		✓
Positive and imaginative approaches to promoting excellence		✓
Familiarity with SIMS or alternative management systems and using them to drive progress		✓
Ability to develop policies and procedures, and articulate policy into practice	✓	

<b>Character and Attitude</b>	<b>Essential</b>	<b>Desirable</b>
Strong role model with a genuine enthusiasm and passion for teaching and learning, with confidence to constructively challenge	✓	
Able to build, inspire, motivate and lead successful teams	✓	
A long-term commitment to achieving high standards	✓	
Excellent people skills including an ability to act sensitively and work cooperatively as part of a team	✓	
Resilient, self-motivated with the ability to work effectively under pressure	✓	
A genuine rapport with children and young people	✓	
A creative and innovative thinker	✓	
A sense of humour	✓	
Integrity, honesty & a moral purpose	✓	
Desire to engage and share knowledge and ideas across the family of schools within our Trust	✓	