



Secondary Deputy Headteacher - Job Description

Reporting Relationships

Responsible to: Executive Headteacher and Local Governing Body

Key Relationships: School Staff Team / Other professionals across the Trust / Local Governing Body

Liaising with: Staff / Parents / External Agencies / Trust Professionals

STATEMENT OF PURPOSE

In conjunction with the Executive Headteacher and Senior Leadership Team, provide strategic leadership for the school, which secures high quality education for all students and drives school improvement, supports staff development, and influences curriculum and pastoral provision and strategic decision making within the secondary phase of our school.

This role will have significant responsibility for the leadership of various aspects of the secondary phase of the school, and the successful candidate will show they have the flexibility and ambition to develop as a leader in all aspects of school leadership. Consequently, the exact role and specific responsibilities of the Deputy Headteacher will be agreed with the successful candidate and will evolve as the school grows.

OVERALL RESPONSIBILITY

- Deputise for the Executive Headteacher in the event of absence or other urgent business as required, ensuring advice and guidance is sought from the Trust and other relevant agencies as necessary, for the smooth operation of the school.
- As part of the school leadership team, share responsibility for the running of the school on a daily basis, in the presence or absence of the Executive Headteacher.
- Specific responsibilities may include, but are not limited to, curriculum development, teaching and learning, timetabling, data analysis, behaviour and culture, inclusion, personal development, community links, and staff development, training and induction.
- Play a lead role in conjunction with the Executive Headteacher in the overall strategic direction of the school through development of the school's vision, translating strategic aims and objectives into action, and managing staff and resources to achieve sustained improvements.
- Contribute to the development, implementation and embedding of whole school ethos and systems, acting as a role model for school and Trust values and creating a culture of inclusion and equality.
- Make a leading contribution to raising standards and be accountable for learning, progress, monitoring and attainment of students.
- Contribute to the safeguarding and welfare of all students through the implementation and robust monitoring of safeguarding and child protection procedures, compliant with legal, statutory and Trust requirements.

STRATEGIC DIRECTION and DEVELOPMENT OF THE SCHOOL- assisting the Executive Headteacher as part of the leadership team

- Support development of the school by setting aims and objectives, establishing policies and practice for their achievement, managing their operation and monitoring their effectiveness.
- Implement strategies for the efficient and effective running of the school in line with Trust policies.
- Contribute to and champion a clear vision for the school, promoting high levels of achievement and behaviour, upholding the school ethos and values at all times.
- Considering the national and local context, assist the Executive Headteacher in the development and implementation of the school improvement plan taking responsibility for monitoring and evaluating actions towards achievement of progress and outcomes.
- Promote strong and productive working relationships all school and Trust Teams, local governing body and school community.
- Initiate and manage change to develop the school and the staff.
- Maintain current knowledge of research and developments in secondary education and disseminate knowledge to staff.

1. LEADERSHIP and MANAGEMENT

- Collaborate with school leaders and teams to ensure the effective planning, development and implementation of the whole school curriculum provision ensuring it effectively meets the needs of all students.
- Responsibility for oversight of assessment processes, data analysis and target setting
- Monitor and evaluate the quality of teaching and learning including analysis of performance data and subsequent action planning.
- Support the preparation, evaluation and updating of the school's timetable.
- Oversee the development of pastoral systems in the secondary phase, building the school-home partnership and ensuring student records are maintained accurately and in a timely manner.
- Developing a culture of rewards and recognitions within the school.
- Monitor student attendance and punctuality, in conjunction with the attendance officer and in collaboration with the Trust Strategic Attendance Manager, seeking to improve on an individual and whole school basis.
- Deliver effective high, quality teaching in accordance with the requirements of the School Teachers' Pay and Conditions document and as detailed within with the Class Teacher Job Description document
- Support the Executive Headteacher in the recruitment, deployment and development of staff to make the most effective use of their skills, expertise and experience and to ensure that all staff have a clear understanding of their roles and responsibilities.
- Line management of assigned Teaching and Support Staff.
- Develop positive working relationships with and between all staff and provide and sustain motivation; through modelling good practice and giving clear leadership direction.
- Actively promote equality of opportunity by working as part of a school leadership team in ensuring the school's curriculum provides the best possible education for all groups of students.

- Contributing to the provision of high-quality professional development for all staff through the performance management cycle, including the delivery of training, planning and delivery of INSET day sessions and leading of meetings.
- Consider the needs and expectations of other members of staff, and in particular ensure that new appointees, trainees and ECTs are appropriately inducted, monitored, supported and assessed in relation to the relevant standards and procedures.
- Actively share / demonstrate outstanding teaching approaches within the school and as part of the wider trust to develop staff within school and across the Trust.

2. GENERAL

- Promote equal opportunities within the school and to seek to ensure the implementation of the Trust's equal opportunities policy and school procedures
- Be aware of the responsibility for personal Health, Safety and Welfare and impact of others.
- Contribute to a culture of safeguarding by maintaining up to date knowledge, role modelling professional behaviours and supporting colleagues' understanding of requirements, challenging unacceptable attitudes and behaviours as necessary.
- Act as "critical friend" and provide effective professional challenge and support as part of the school leadership team.
- Provide information and advice and produce reports to the Executive Headteacher and Governors, parents, external agencies and other stakeholders as required.
- Set an excellent example in following the school and Trust's expectations and code of conduct.
- Proactively provide and engage in coaching for the continuing professional development of self and for that of others.
- To attend occasional meetings during evening hours, weekends or in school holidays as required.
- To actively support the school in recruitment and marketing events and materials.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties, including the provision of high-quality teaching and learning and the pastoral care of the children in their charge.

Elements of this job description and changes to it may be negotiated at the request of either the Executive Headteacher or the postholder.

<ul style="list-style-type: none"> • Ability to establish and develop positive and engaging relationships with parents and other stakeholders that enhance the education of all students • Ability to present to wide range of audiences adapting content, style and tone depending on audience • Adaptable and flexible with ability to prioritise with multiple demands and deadlines • Ability to remain calm under pressure and manage conflict/challenging conversations in a professional manner • Proactive engagement in performance management and professional development 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p>
<p>Behavioural Attributes</p> <ul style="list-style-type: none"> • Readiness to seek and respond to advice and guidance • Approachable manner to meet the needs of individuals within the school community • Empathy with the needs of all students and staff • Enthusiastic, positive and determined with motivation to develop personally and professionally • Ability to inspire students and staff • High level of integrity • High personal standards at work • Readiness to undertake self-reflection and evaluate own performance, with the motivation and commitment to change, develop and improve • Willingness to be an active member of the whole school community • Willingness to 'go the extra mile' when required • Uphold Part 2 of Teacher Standards at all times and act as role model for others • Demonstrate and uphold the Nolan Principles of ethical leadership 	<p>E</p>	<p>I</p>

Key: A = Application Form, I = interview and selection process