

Leadership Job Description

Deputy Headteacher

Salary grade: Leadership (range dependent school size)

Reporting to: Headteacher

Functional relationships include: Headteacher, senior leadership team, local governing body, school staff, parents, headteachers and deputy headteachers of other trust schools, Central Services Team, external agencies and volunteers.

Purpose of role

The deputy headteacher will assist the headteacher to build a strong strategic direction for the school.

Key responsibilities

- In partnership with the headteacher, manage school resources
- Ensure high standards in pupils' spiritual, moral, cultural, social and physical development to prepare them for their future
- Lead by example to motivate and work with others
- Assist the headteacher in implementing and maintaining the school's development plan, including school improvement, business and finance
- In partnership with the headteacher, lead by example when implementing and managing change
- Promote a culture of inclusion within the school community where all views are valued and taken into account
- Continue to develop an organisation in which all the staff recognise that they are accountable for the success of the school.
- Evaluate and review of the effectiveness of the school's policies, priorities and targets and take action as necessary
- Ensure the ethos, vision, values and principles of ELAN are reflected in those of the school
- Work across ELAN to improve and develop the outcomes of all pupils
- Play an active role in supporting other schools across ELAN, including those that are sponsored and require intensive support
- Take a lead in developing the school behaviour policy

Teaching and Learning

The Deputy Headteacher will:

- Sustain effective teaching and learning throughout the school.
- Work with the headteacher to raise standards through the staff appraisal process and regular coaching/feedback
- Use benchmarking and evidence-based best practice to set targets for service delivery and improvement
- Create and maintain an environment which promotes and secures excellent teaching, effective learning and high standards of achievement, behaviour and a passion for learning
- Work with to the headteacher to determine, organise and implement the curriculum, curriculum development and its assessment, routinely monitoring and evaluating in order to identify and share good practice and act on areas for improvement
- Monitor and evaluate the quality of teaching and standards of learning and achievement of all pupils across the school, including those with special needs, in order to set and meet challenging, realistic targets for achievement
- Develop and maintain effective links with the local community to extend the curriculum and enhance teaching and learning
- Maintain and develop the school's effective partnership with parents/carers and the wider community to support and improve pupils' achievement and personal development.
- Deliver training and support for staff as necessary
- Work in partnership with the headteacher in managing the school through strategic planning and the formulation of policy and delivery of strategy, ensuring management decisions are implemented
- Take a lead role in pedagogical development across the school
- Analyse data at school and trust level to develop strategic school improvement

Leadership

The Deputy Headteacher will:

- Maximise the contribution of staff to improving the quality of education provided and standards achieved and ensure effective working relationships are in place throughout the school
- Plan, allocate, support and evaluate the work of teams and individuals ensuring clear delegation of tasks and responsibility
- Implement and sustain effective systems for management of staff performance, including appraisal
- Motivate and enable all staff to develop expertise in their respective roles through high-quality continuous professional development
- Identify and nurture talent to enable effective leadership development and succession planning
- Sustain motivation of self and other staff
- Lead by example, demonstrate and ensure the continuous commitment by all staff to help keep the children and young people in the care of the school safe

Resource Management

The Deputy Headteacher will:

- Work with the Headteacher, Governing Body and Senior Leadership Team to recruit staff of the highest quality, complying at all times with safer recruitment practice
- Work with the Senior Leadership Team to deploy all staff effectively in order to ensure the highest quality of education is provided
- Organise and support the induction of staff new to the school and those being trained within the school
- Work with the headteacher to deliver an appropriate programme of professional development for all staff including quality coaching and mentoring, in line with the school improvement plan and performance management
- Take responsibility and accountability for identified areas of leadership

Accountability

The Deputy Headteacher will:

- Ensure the school operates as an organisation in which all staff recognise that they are accountable for its success and are clear as to how they contribute to this
- Support the staff and governing body in fulfilling their responsibilities with regard to the school's performance and standards
- Be responsible for staff appraisals
- Ensure the day-to-day effective organisation and running of the school including the deployment of staff as appropriate
- Support the headteacher in presenting an accurate account of the school's performance in a form appropriate for ELAN, the Local Governing Body, pupils, parents/carers, the local community and OFSTED
- Promote and protect the health and safety and welfare of pupils and staff
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school
- Ensure accurate and up-to-date records are compiled, maintained and audited to satisfy legal and operational requirements including those relating to safeguarding
- Be a proactive and effective member of the senior leadership team
- Undertake any professional duties, reasonably delegated by the headteacher

Other duties and responsibilities

The Deputy Headteacher will work within the framework of national legislation and in accordance with the provisions of the School teachers' pay and conditions document.

In addition the post is subject to compliance with:

- School policies and guidelines on the curriculum
- School and ELAN policies and procedures
- DfE Teachers' standards
- the Conditions of Service for School Teachers in England and Wales and with any locally agreed conditions of employment
- Keeping children safe in education: for schools and colleges

This is not an exhaustive list and some changes to both the job description and duties may occur.

Key skills

Reflecting

- Reflect on personal and professional development.
- Use feedback from all levels of the trust to help improve all areas of your own performance
- Be aware of your own skills of self-management as regards to time and prioritising workload.

Additional duties and information

- To contribute to the ethos and aims of ELAN.
- ELAN is committed to safeguarding and promoting the welfare of children and young people. All staff working within ELAN are expected to share a commitment to doing this. You will be expected to follow and promote the procedures in the safeguarding and child protection policy and report any concerns in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children and young people gives cause for concern, the trust's safeguarding and child protection procedures will be followed alongside implementation of the ELAN disciplinary procedures.
- To be aware of and understand the ELAN equality and equal opportunities, whistleblowing, ICT, online safety, GDPR and safeguarding and child protection policies ensuring at all times that the duties of the post are carried out in accordance with policy.
- To read and have a thorough understanding of ELAN's staff code of conduct.
- To undertake any duty or responsibility relevant to the trust's needs as required and are commensurate with the grade.

Working relationships and contacts

- To develop and maintain working relationships with other professionals both internal and external.

Skills/qualifications

Please refer to the person specification for full details. Please note all original qualification certificates will need to be presented on the day of interview for verification and production of these certificates' forms part of the conditional offer checks and will be held on your personnel file.

Confidentiality

During the course of your employment you will have access to information of a confidential nature. Under no circumstances may this information be divulged or passed on to any unauthorised person or organisation.

Data protection

During the course of your employment, you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data

Protection Act 1984 and properly applied to pupil, staff and school business/information. You are required to undertake annual GDPR training.

Further information

Probation: This post is subject to a **six month** probation period.

Scale point: National annual pay awards often referred to as 'cost of living' awards are effective as of 1 September.

Pension: Teachers Pension Scheme.

Person specification

Job title: Deputy Headteacher

Qualifications and professional experience

Essential	Desirable	Measured By
Educated to degree level	National Professional Qualification (NPQ) or similar	Application form
Qualified teacher status		Application form
Evidence of continuing professional development relating to school leadership and management and curriculum/teaching and learning and improvement	Experience of planning and managing professional development	Application form

Experience

Essential	Desirable	Measured By
Successful substantive experience as a school leader	Experience as a deputy or assistant headteacher	Application form/interview
Successful experience in team leadership	A range of leadership, management and teaching experience in more than one school	Application form/interview
Teaching experience in at least two of the three key stages		Application form/interview
Experience of the successful leadership of change	Experience of Ofsted inspection in a leadership capacity	Application form/interview

Experience of improving teaching, curriculum and assessment - the quality of education		Application form/interview
Experience of promoting safeguarding procedures in a school		Application form/interview
	Experience of leading within an academy within a multi-academy trust	Application form

Knowledge

Essential	Desirable	Measured By
Wide current knowledge and understanding of education and school systems locally and nationally		Application form/interview
Detailed knowledge of the structure and content of the current primary and early years' curriculum		Application form/interview
	Knowledge and understanding of administration and budget management processes	Application form/interview
	Understanding of the Headteachers' Standards	Application form/interview
	Understanding and knowledge of the current Ofsted Inspection Framework	Application form/interview

Skills and Attributes

Essential	Desirable	Measured By
Ability to communicate effectively both verbally and in writing		Application form/interview
Ability to accept personal accountability and hold others to account		Interview

Ability to lead by example drawing on their own and others expertise, skills and knowledge		Interview
Ability to lead, manage and organise an effective curriculum		Interview
Ability to monitor and evaluate school self-evaluation processes including the use of external and internal data in order to accurately prioritise strategic leadership objectives		Interview
Ability to initiate and lead change by inspiring and influencing others		Interview
Evidence of being able to build and sustain effective relationships with staff, governors, parents and the wider community		Interview
Ability to develop, maintain and use an effective network of contacts across all agencies and communities with whom the school interacts		Application form/interview
Ability to delegate tasks and responsibilities as appropriate and empower others to carry vision forward		Interview
Ability to demonstrate enthusiasm for, and commitment to the role		Interview
Reliability, integrity and a passion for education		Interview
Stamina and resilience		Interview
Ability to remain positive and enthusiastic when working under pressure		Interview