

| <b>Bath &amp; Wells Multi Academy Trust</b> |                           |
|---|---------------------------|
| <b>Job Title:</b>                           | <b>Deputy Headteacher</b> |
| <b>Reports To:</b>                          | <b>Headteacher</b>        |

| <b>Job Purpose</b>   |
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| <p>This is a senior post within the schools staffing structure, which carries with it membership of the Leadership Group. This post holder is accountable to the Headteacher. This post holder is to deputise for the headteacher in their absence.</p> <p>As Deputy Headteacher, the post holder will be required to meet the general requirements of this post as specified in this job description and their statement of terms and conditions. In addition, they will be required to fulfil any reasonable expectations from the headteacher and the Bath &amp; Wells Multi Academy Trust.</p> <p>This post will provide: leadership, development and management of the teaching and learning of all pupils; teach all pupils within the school, take a lead role in the monitoring and evaluation of standards across the whole school and be a leading professional actively promoting effective teaching and learning practices across the school</p> <p>The post will require you to work in partnership with the headteacher, governors and staff to ensure the continuous improvement of the school.</p> |

| <b>Main Duties and Responsibilities</b>   |
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| <p>The Deputy Headteacher will be responsible for working with and supporting the Headteacher on the following key school leadership and management areas. This will involve accepting responsibility for aspects of these key areas:</p> <p><b>Strategic Development and Direction of the School</b></p> <ul style="list-style-type: none"> <li>● Working with the Headteacher to contribute to a strategic view for the school in its community and analyse and plan for its future needs and further development, demonstrating inspirational leadership and creativity.</li> <li>● Demonstrating high standards of personal integrity, loyalty, discretion and professionalism</li> <li>● Publicly supporting all decisions of the Headteacher, Local Governing Board and Bath &amp; Wells Multi Academy Trust.</li> <li>● Supporting the Headteacher and Local Governing Board in accounting for the efficiency and effectiveness of the school to all relevant stakeholders.</li> <li>● Play a leading role in the school improvement planning process, taking account of the agreed priorities of the school and how these link with national and local initiatives.</li> <li>● Contribute to the identification of key areas of strength and weakness in the school.</li> <li>● Work to a high standard in implementing agreed policies, priorities and expectations, so as to set a good example to other colleagues.</li> <li>● Promote a culture of team work, in which views of all members of the school community are valued and taken into account.</li> <li>● Contribute to the self-evaluation of the school.</li> </ul> |

### **Teaching and Learning**

- Providing an example of 'excellence' as a leading classroom practitioner and inspiring and motivating other staff
- Working with the Senior Leadership Team and Headteacher to sustain high expectations and excellent practice in teaching and learning throughout the school
- Monitor and evaluate the quality of teaching and standards of pupil's achievement and use benchmarks and set targets for improvement
- Share responsibility for the analysis of key school performance data, to ensure priorities are appropriate and improvement in standards is promoted.
- Take responsibility for the development of an effective timetable which meets the needs of pupils within the statutory frameworks and the resources available
- Provide training for staff on effective teaching and learning.
- Promote the active involvement of pupils in their own learning
- Contribute to target setting; including statutory procedures and targets for individuals and groups throughout the school.
- Support strategies to promote high standards of behaviour
- Contribute to the development of a broad and rich curriculum which meets the needs of the range of pupils in the school
- Support the development of an effective assessment framework
- Promote the use of ICT to enhance and extend pupils learning
- Provide support for colleagues in improving their classroom practice

### **Leading, Managing and Deploying Staff**

- Working with the Headteacher to lead, motivate, support, challenge and develop all staff to secure continual improvement including own continual professional development
- To lead in Performance Management of staff and to be responsible for NQT assessments and inductions
- To lead Teaching Assistants in Performance Management and training development
- In consultation with, and by the direction of the Headteacher, deploy people and resources efficiently and effectively to meet specific objectives in line with the school's plan and financial context i.e. cover supervision timetables, deployment of HLTA's and supply staff and Teaching Assistant's timetables and deployment
- Promote and safeguard the safety and welfare of children and young people
- Contribute to the creation of a positive school ethos, in which every individual is treated with dignity and respect and the safety and welfare of children and young people is paramount
- Support the development of collaborative approaches to learning within the school and beyond
- Support the induction of staff new to the school
- Set high expectations for your own performance and that of others
- Engage in relevant professional development activity as necessary

### **Managing the school**

- Contribute to a regular review of the organisation of the school to ensure it meets statutory requirements
- Develop action plans in specified areas of responsibility, in order to bring about improvements

- Contribute to the planning process for the distribution of resources, to ensure they meet the schools identified priorities
- Contribute to regular evaluation of the impact of the use of resources in relation to the quality of education of the pupils and value for money

### **Securing Accountability**

- Support the local governing board in meeting its responsibility to account for the performance of the school
- Work alongside the Head to secure improvement through Performance Management; take responsibility for the performance management of identified staff
- Support staff in understanding their own accountability, and develop approaches to its review and evaluation
- Use a range of data sources to set realistic yet challenging targets for pupils, analysing outcomes for individuals and groups; use this information to implement appropriate curriculum pathways and intervention programmes
- Contribute to the reporting of the performance of the school to parents, carers, governors and the Bath & Wells Multi Academy Trust as necessary

### **Strengthening Community**

- Contribute to the development of the school as a 'Hub' within the community; strengthening partnerships with other schools and services
- Contribute to policies and practices which promote equality of opportunity and tackle prejudice
- Contribute to the development of a curriculum which provides pupils with opportunities to enhance their learning within the wider community
- Promote and model good relationships with parents, which are based on partnerships to support and improve pupils' achievement

### **Other Duties**

- Deputise for the Headteacher in their absence
- Take a major role in the day-to-day running of the school
- Contribute to a positive ethos for learning
- Provide an exciting, stimulating and creative curriculum
- Promote the values and achievements of the school to the community
- Advise on the school's resource needs and assist in the co-ordination of these resources
- Manage the schools' lunchtime arrangements along with other senior teachers
- Assist with the appointment and induction of new staff and provide monitoring and support for NQT's and students as necessary
- Support the annual budget planning and monitoring
- Assist in the preparation, implementation and monitoring of the School Development Plan
- Lead in the co-ordination of the Outstanding School's internal and external environment
- Undertake such reasonable activities as the Headteacher and Governors may, from time to time require



BATH & WELLS  
Multi Academy Trust

'That they may have life, life in all its fullness' John 10:10

## PERSON SPECIFICATION

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| <b>Job Title:</b>    | <b>Deputy Headteacher</b> |
| <b>Reporting To:</b> | <b>Headteacher</b>        |

| KEY CRITERIA                         | ESSENTIAL  | DESIRABLE   |
|--------------------------------------|--|---|
| <b>Qualifications and Experience</b> | <ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• A degree or equivalent qualification</li> <li>• A commitment to or working towards NPQH;</li> <li>• Evidence of continuous professional development that includes training in leadership and management</li> <li>• Experience of supporting, training and helping to co-ordinate the professional development of colleagues</li> <li>• evidence of good management, which incorporates detailed planning, successful implementation and effective monitoring and evaluation of strategies</li> <li>• Experience of leading change</li> <li>• Experience in using of a range of tools and evidence, including performance data, to support, monitor, evaluate and improve aspects of school, including challenging poor performance</li> </ul> | <ul style="list-style-type: none"> <li>• Leadership qualification</li> <li>• Up to date Safeguarding Training</li> <li>• Evidence of leadership and management of a whole school aspect.</li> <li>• In depth knowledge of the curriculum over at least 2 Key Stages</li> <li>• Experience in building and sustaining a learning community</li> </ul>  |
| <b>Knowledge</b>                     | <ul style="list-style-type: none"> <li>• To have a good knowledge and understanding of what constitutes an effective school and have the necessary skills of leadership and management to help create such a school</li> <li>• Have a good understanding of what contributes to successful learning and the ability to promote the most effective teaching strategies to bring this about</li> <li>• Knowledge of how assessment strategies and target-setting are used to inform learning in order to help pupils make progress</li> <li>• Understanding of what constitutes a broad and balanced curriculum and which is well differentiated and</li> </ul>  | <ul style="list-style-type: none"> <li>• Knowledge of the statutory requirements and other relevant legislation relating to school leadership and management</li> <li>• Knowledge of the statutory requirements and other relevant legislation relating to child protection procedures and safeguarding.</li> <li>• Knowledge of ways to build, communicate and implement a shared vision</li> <li>• Knowledge of strategic planning processes</li> </ul> |

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|  | <p>resourced to meet the needs of all pupils</p> <ul style="list-style-type: none"> <li>• Knowledge of statutory education frameworks, including governance</li> <li>• Knowledge of effective models of learning and teaching</li> <li>• Knowledge of effective models of behaviour and attendance management</li> <li>• Knowledge of strategies for ensuring inclusion, diversity and access</li> <li>• Knowledge of strategies to promote individual, team and organisational development</li> </ul>   | <ul style="list-style-type: none"> <li>• Knowledge of new technologies, their use and impact</li> <li>• Knowledge of schools' self evaluation process</li> <li>• Knowledge of the impact of change and organisations and individuals</li> <li>• Knowledge of legal issues relating to managing a school, including equal opportunities, race relations, disability, human rights and employment legislation</li> <li>• An understanding of models of school, home, community and business partnerships</li> <li>• Knowledge of the work of other agencies and opportunities for collaboration</li> </ul> |
| <p><b>Skills and Abilities</b></p>               | <ul style="list-style-type: none"> <li>• Ability to have a vision of the overall aims and direction of a successful school and be able to communicate these in order to inspire and motivate others</li> <li>• Able to effectively communicate to a varied audience</li> <li>• The ability to relate positively with the headteacher, pupils, colleagues, parents, governors and others who contribute to the work of the school</li> <li>• Ability to organise and manage work effectively i.e. being able to prioritise and organise tasks, make decisions, support and delegate where appropriate</li> <li>• Ability to use initiative</li> </ul> | <ul style="list-style-type: none"> <li>• Ability to access and analyse relevant data and to use this information to set priorities and determine school action</li> <li>• Ability to help create and maintain a school that ensures the health and safety of staff and pupil and which presents a stimulating and attractive learning environment for pupils</li> </ul>  |
| <p><b>Work-related Personal Requirements</b></p> | <ul style="list-style-type: none"> <li>• Emotional self-awareness</li> <li>• Accurate self-assessment</li> <li>• Self confidence</li> <li>• Empathy</li> <li>• Organisational awareness</li> <li>• Emotional self-control</li> <li>• Transparency</li> </ul>   |  |

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|  | <ul style="list-style-type: none"> <li>• Adaptability</li> <li>• Optimistic</li> <li>• Inspirational leadership</li> <li>• Change catalyst</li> <li>• Good team worker and collaborative</li> <li>• Must be able to speak fluent English</li> <li>• Commitment to safeguarding and protecting the welfare of the children</li> </ul> |  |
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An enhanced DBS disclosure will be required

I agreed that I have read the job description which is fair and accurate statement of the requirement of the position:

Job Holder: ..... Date: .....

Line Manager: ..... Date: .....

The responsibilities of the post are to be performed in accordance with the provisions of BWMAT Policies and where applicable the most up to date edition of the School Teachers' Pay and Conditions document and within the range of Teachers' Standards.

An annual review of this job description and allocation of particular responsibilities will take place as part of the Performance Management Review.