



<b>Post Title</b>	<b>Deputy Principal</b>
<b>School / Organisation</b>	Avanti Grange Secondary School
<b>Location</b>	Bishop's Stortford
<b>Grade</b>	L18 – L24
<b>Hours</b>	32.5 hours per week
<b>Contract Type</b>	Permanent
	Year-round
<b>Reports to</b>	Head of School
<b>Preferred Start Date</b>	January 2026

### MAIN PURPOSES OF THE JOB

- Work in partnership with the Head of School and other leaders to create and maintain a positive, enthusiastic and challenging learning environment, dedicated to the well-being of students, resulting in excellent progress, high attainment and a positive learning climate for all.
- The Deputy Principal will hold substantial leadership and management responsibilities, playing a key role in shaping and implementing the school's vision, values, policies, and strategic priorities. They will demonstrate the capacity and expertise to lead across a broad range of areas, with particular emphasis on raising outcomes at Key Stage 4 and Key Stage 5 and ensuring excellence in safeguarding practice.
- The Deputy Principal will meet the appropriate requirements of the School Teachers' Pay and Conditions document and the DfE Standards.

### RESPONSIBILITIES OF THE JOB

#### **Attainment: Have a significant impact on student attainment**

- Promote high expectations throughout the school.
- Provide strategic leadership to raise academic outcomes at Key Stage 4 and Key Stage 5, ensuring high standards of progress and attainment across all subject areas.
- Monitor and evaluate progress (with other members of the Senior Leadership Team) made by individuals, groups, classes, year groups and the whole school.
- Ensure that challenging short and long-term targets are in place for individuals, groups, classes, phase groups and the whole school.
- Work effectively and cooperatively with outside agencies that support and challenge standards of attainment.
- Support an approach to learning that promotes children in being active and responsible learners: excited, involved and motivated.
- Take part in school-based induction, relevant training and development, and assessment of performance in accordance with school policy and practice.
- Maintain personal continuous professional development and share this learning with colleagues.

#### **Leading Teaching: Working with the Head of School and Senior Leadership Team to develop an outstanding teaching and support team**

- Be an exemplary and outstanding teacher in the classroom.
- Set high expectation for all teachers and support staff.
- Work with the Senior Leadership Team and Extended Leadership Team to set appropriate targets.
- Monitor and evaluate the standard of teaching and its effectiveness in securing individual and school targets, identifying and organising professional development and training needs as required.
- Enhance standards of teaching through positive feedback and the commitment to a consistent approach to the development of pedagogy.
- Work with the Executive Principal and Head of School to recruit and develop the best available staff and deploy them effectively.



- Undertake the line management of designated staff, to include performance management in accordance with the school's performance management framework for teaching and support staff, in order to raise standards, develop staff expertise and support individual career aspirations.

### **Provision: Develop an outstanding curriculum and learning environment**

- Demonstrate expert knowledge of the National Curriculum and effective use of data tools such as FFT, ASP and SISRA Analytics to inform strategic decision-making.
- Lead a subject, if required, in which children achieve high standards, are motivated and excited by their learning.
- Work with the whole staff team to develop a creative, relevant and ambitious curriculum that meets the immediate and long-term learning needs of the children.
- Share the whole school responsibility to ensure a positive ethos, with high expectations for good behaviour.
- Maintain and develop further the highly inclusive ethos and practice of Avanti Schools Trust.
- Work with other members of the SLT and ELT to deliver an exciting and interactive learning environment.
- Create and maintain excellent learning relationships with children and positive professional relationships with colleagues.
- Create positive relationships with members of the local community.
- Support parents to support and challenge their children in order to raise aspirations and enhance attainment.
- Draft policies that meet the overall vision, values and priorities of the school, as agreed by the School Stakeholder Committee and Trust Board, selecting objectives that result in successful implementation.

### **Accountability**

- Accept personal and team accountability; reporting accurately, openly and honestly to the SLT, School Stakeholder Committee, the Avanti Schools Trust and Ofsted.
- Support the Head of School in meeting responsibilities; prepare reports and collate evidence, support the drafting of self-evaluation documents, devise objectives and evaluate progress towards those objectives.
- Secure best value and manage designated budgets, efficiently and effectively by careful selection and use of physical resources in accordance with the financial regulations of the school.

### **Partnership - Secure the best for the children**

- Further develop the reputation of the school in the local and wider community.
- Foster partnership with schools in the locality and wider community in order to undertake joint professional development for the benefit of children, staff and governors.

### **Shaping the future**

- Work with the Executive Principal, Head of School, School Stakeholder Committee, Avanti Schools Trust, colleagues and parents to review the values and vision for the school.
- Ensure that the vision for the school is clearly communicated and lived out by all members of the community day by day, taking action to ensure successful implementation where needed.

### **Safeguarding - Lead students to a safe and happy lifestyle**

- As part of the leadership team, ensure the highest standards of safeguarding practice and compliance across the school.
- Share and support the corporate responsibility for the wellbeing, safety and discipline of all children in accordance with the values, culture, ethos, equal opportunities and inclusion policies of the school proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours.
- Ensure that all policies and procedures adopted are fully implemented by all staff, visitors and volunteers.
- Follow adopted procedures for reporting concerns about any child's wellbeing.
- Maintain the safety of children and staff by ensuring appropriate action is taken to identify, analyse, minimise and manage any risks to health, safety and security in the working environment and in off-site school activities.

### **Overall**

- In the absence of the Head of School, if required, assume the role and responsibilities of the Head of School.
- Accept any other delegated responsibilities or tasks that might be reasonably required of the Deputy Principal by the Executive Principal, Head of School or Avanti Schools Trust.



### PERSON SPECIFICATION

Criteria		Requirement	
		<i>Essential</i>	<i>Desirable</i>
1.	Qualified Teaching Status or equivalent.	X	
2.	Proven experience in a leadership role within a secondary school.	X	
3.	Strong understanding of curriculum development, teaching methodologies, and assessment practices.	X	
4.	Excellent communication, interpersonal, and organisational skills.	X	
5.	Ability to inspire, motivate, and lead a diverse group of students and staff.	X	
6.	A passion for student well-being, academic success, and holistic development.	X	
7.	Experience in managing staff and supporting their professional development.	X	
8.	Managing a range of diverse resources for best learner outcomes.	X	
9.	Experience in building effective relationships with staff, parents and carers, governors, and the wider school community.	X	
10.	Knowledge of how the needs of all students can be met through high-quality teaching.	X	
11.	Knowledge of up-to-date pedagogy and research.	X	
12.	Creative thinking, problem-solving and identifying opportunities.	X	
13.	Skills to develop and implement strategy.	X	
14.	Ability to innovate, manage and respond to change.	X	
15.	In-depth knowledge and understanding of wider educational social issues.	X	
16.	Strong analytical and decision-making skills.	X	
17.	Inspirational leader and manager.	X	
18.	Self-motivated, resilient and proactive.	X	
19.	Synergy with the school's traditions, ethos and values.	X	
20.	Commitment to the safeguarding and welfare of all students.	X	

### FURTHER INFORMATION

Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

For further information - [Child-Protection-and-Safeguarding-Policy.Autumn-25-2.pdf](#)