

# Job details

**Hours:** 32.5 per week

**Contract type:** Full time

**Reporting to:** Principal

**Responsible for:** SENCO, Leader of Safeguarding and Attendance

# Main purpose

The Deputy Principal, under the direction of the Principal, will take a major role in:

- Formulating the aims and objectives of the academy
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards the achievement of the academy's aims and objectives

The deputy principal may be asked to deputise for any absent SLT members, including the Principal if required. The Deputy Principal will also be expected to fulfil the professional responsibilities of a headteacher, as set out in the School Teachers' Pay and Conditions Document (STPCD).

# Qualities

The Deputy Principal will:

- Uphold public trust in academy leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the academy community
- Serve in the best interests of the academy's students
- Demonstrate the academy values of Integrity, Resilience and Ambition

## Duties and responsibilities

# Academy culture and behaviour

Under the direction of the Principal, the Deputy Principal will:

- Create a culture where students experience a positive and enriching academy life
- Uphold educational standards in order to prepare students from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from students, built on rules and routines that are understood by staff and students and clearly demonstrated by all adults in academy
- Use consistent and fair approaches to managing behaviour, in line with the academy's behaviour policy

# Teaching, curriculum and assessment

Under the direction of the Principal, the Deputy Principal will:

- Establish and sustain high-quality teaching across all subjects and phases, based on evidence
- Ensure teaching is underpinned by subject expertise
- Effectively use formative assessment to inform strategy and decisions
- Ensure the teaching of a broad, structured and coherent curriculum
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing students' knowledge and understanding of the curriculum
- Ensure the use of evidence-informed approaches to reading so that all students are taught to read

**Additional and special educational needs (SEN) and disabilities** Under the direction of the Principal, the Deputy Principal will:

- Promote a culture and practices that enables all students to access the curriculum
- Have ambitious expectations for all students with SEN and disabilities
- Make sure the academy works effectively with families and professionals to identify additional needs and provide support and adaptation where appropriate
- Make sure the academy fulfils statutory duties regarding the [SEND Code of Practice](#)

# Organisational management and academy improvement

Under the direction of the Principal, the Deputy Principal will:

- Establish and sustain the academy's ethos and strategic direction through consultation with the academy community
- Establish and oversee systems, processes and policies so the academy can operate effectively
- Ensure staff and students' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Manage staff well with due attention to workload
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Allocate financial resources appropriately, efficiently and effectively
- Identify problems and barriers to academy effectiveness, and develop strategies for academy improvement that are realistic, timely and suited to the academy's context
- Make sure these academy improvement strategies are effectively implemented

## Professional development

Under the direction of the Principal, the Deputy Principal will:

- Ensure staff have access to appropriate, high standard professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet needs

**Governance, accountability and working in partnership** Under the direction of the Principal, the Deputy Principal will:

- Understand and welcome the role of effective governance, including accepting responsibility
- Ensure that staff understand their professional responsibilities and are held to account
- Ensure the academy effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other academies and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all students

# Specific areas of responsibility

- Academy attendance and punctuality
- Safeguarding and child protection (Designated Senior Safeguarding Lead)
- Looked after children (LAC)
- RSE and safeguarding curriculum in liaison with the DP for PSHE and PD
- Oversight of SEND provision
- Delivery of non-academic qualifications to develop the personal development of students
- Leadership of the SEND team including line management of the SENCo
- SEND Improvement Plan
- Coordination of all SEND staff CPD
- Coordination of external agency referrals e.g. BEMHS and EP
- Additional areas of responsibility to be agreed with the Principal

# Person specification

Criteria	Qualities
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Degree</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Successful leadership and management experience in an academy</li> <li>• Teaching experience</li> <li>• Involvement in academy self-evaluation and development planning</li> <li>• Demonstrable experience of successful line management and staff development</li> <li>• Any experience linked to the specific areas of responsibility</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Data analysis skills, and the ability to use data to set targets and identify weaknesses</li> <li>• Understanding of high-quality teaching, and the ability to model this for others and support others to improve</li> <li>• Understanding of academy finances and financial management</li> <li>• Effective communication and interpersonal skills</li> <li>• Ability to communicate a vision and inspire others</li> <li>• Ability to build effective working relationships</li> <li>• Any skills and knowledge linked to the specific areas of responsibility</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• A commitment to getting the best outcomes for all students and promoting the ethos and values of the academy</li> </ul>

- Ability to work under pressure and prioritise effectively
- Commitment to maintaining confidentiality at all times
- Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position.