



9RAM
9Y2

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JOB DESCRIPTION DEPUTY PRINCIPAL

Post Title: Deputy Principal

Purpose:

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils aged 11-16 and to support a designated curriculum area as appropriate.
- To monitor and support the overall progress and development of pupils as a Teacher/ Form Tutor.
- To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve the highest of standards.
- To share and support the Trust's responsibility to provide and monitor opportunities for pupils' personal and academic growth.

Reporting to: Principal

Responsible for: The provision of a full learning experience and support for pupils in accordance with the professional duties of a teacher.

Liaising with: Principal/Deputy and Assistant Principals, teaching/support staff, external agencies and parents/carers.
The following information is furnished to assist staff joining the Trust to understand and appreciate the work content of their post and the role they play in the establishment.

Main (Core) Duties: To carry out the professional duties of a school Teacher as provided for under the relevant sections of the School Teachers' Pay and Conditions Document.

Operational/ Strategic Planning

- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in your curriculum area.
- To contribute to the department's development plan and its implementation.
- To plan and prepare courses and lessons.
- To contribute to whole Academy planning activities.

Curriculum provision:

- To assist Curriculum Leaders to ensure that their curriculum area provides a range of teaching that complements the Academy Intent and Trust's strategic objectives.



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Curriculum development:

- To assist in the process of curriculum development: and change so as to ensure the continued relevance to the needs of pupils, examining and awarding bodies and the Trust's mission and strategic objectives.

Staff development:

- To take part in the Trust's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To engage actively in the Performance Management Review process.

Recruitment/ deployment of staff:

- To ensure the effective/efficient deployment of classroom support.
- To work as a member of a designated team and to contribute positively to effective working relations within the Trust.

Quality Assurance:

- To help implement the Trust's quality procedures and adhere to them.
- To contribute to the process of monitoring and evaluation of the curriculum area in line with agreed Trust procedures, including evaluation against quality standards and performance criteria.
- To seek/implement modification and improvement where required.
- To review from time to time methods of teaching and programmes of work.
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the Academy.

Management information:

- To maintain appropriate records and to provide relevant, accurate and up-to-date information for the Academy's information system, e.g. SIMS / Class Charts etc.
- To complete the relevant documentation to assist in the tracking of pupils.
- To track pupil progress and use information to inform teaching and learning.

Communications:

- To communicate effectively with the parents of pupils as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the Trust.
- To follow agreed policies for communications in the Trust.
- An ability to converse at ease with all stakeholders and provide accurate advice in order to fulfil all spoken aspects of the role through the medium of spoken English.



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Marketing and liaison:

- To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings, Review Days and liaison events with partner Academies.
- To contribute to the development of effective subject links with external agencies and other schools.

Management of resources:

- To contribute to the process of the ordering and allocation of equipment and materials.
- To assist the Curriculum Leaders to identify resource needs and to contribute to the efficient/effective use of physical resources.
- To cooperate with other staff to ensure a sharing and effective usage of resources to the benefit of the Academy, department and the pupils.

Pastoral System

- To be a form tutor to an assigned group of pupils (as required).
- To promote the general progress and well-being of individual pupils and of the group as a whole.
- To liaise with the Director of
- Inclusion/SEND/CO/Assist Principal Student Care
- Assistant Principal Student Development/Head of Year/Associate Assistant Principal to ensure the implementation of the Trust's support systems.
- To evaluate and monitor the progress of pupils and keep up-to-date pupil records as required.
- To contribute to the preparation of action plans and progress files and other reports.
- To alert the appropriate staff to problems experienced by pupils and to make recommendations as to how these may be resolved.
- To communicate, as appropriate, with the parents of pupils and with persons or bodies outside the Trust concerned with the welfare of individual pupils, after consultation with the appropriate senior staff.
- To contribute to PSHE, citizenship and enterprise education, according to the Trust policies.
- To support the Trust's behaviour management protocols so that effective learning can take place.



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Teaching

- To teach pupils according to their educational needs including the setting and marking of work to be carried out by the pupil in the Academy and elsewhere.
- To assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of pupils.
- To ensure that ICT, literacy, numeracy priorities are reflected in the teaching/learning experience of pupils.
- To undertake a designated programme of teaching to fully prepare pupils for all examinations and tests.
- To ensure a high quality learning experience for pupils that meets internal and external quality standards.
- To prepare and update teaching materials.
- To use a variety of delivery methods that will stimulate learning appropriate to pupil needs and the demands of the syllabus and/or scheme of work.
- To maintain discipline in accordance with the Trust's procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of pupils as requested by external examination bodies, departmental, year and Trust procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.
- To jointly plan with any Learning Assistants or Learning Mentors allocated to pupils in your classes.

Other Specific duties

- To play a full part in the life of the Academy, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.
- To carry out pre-school, break, lunchtime and after school duties as assigned to you.
- To actively promote the Trust's corporate policies.
- To continue personal development as agreed.
- To comply with the Trust's Health and Safety policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified by the STPCD not mentioned in the above.
- To promote and safeguard the welfare of pupils for whom you are responsible or come into contact with.



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Quality of Education

Core Leadership Responsibilities

Member of the Core Leadership Team

- To provide professional leadership and management for all aspects of the Academy establishing a culture that promotes excellence, equality and high expectations for all students.
- To be accountable for providing vision, leadership and direction for the Academy by ensuring that it is well-managed and organised to meet its statutory obligations, aims and targets.
- With the Senior Leadership Team to be responsible for evaluating the Academy's performance and to identify the priorities that will lead to continuous improvement and the raising of standards.
- To prepare reports and where directed present academy performance information to a range of audiences.
- Lead core aspects of Ofsted Inspection preparation and other external validation processes as directed by the Principal.
- To ensure that resources are efficiently and effectively used to achieve the Academy's aims and objectives and for the day-to-day management, organisation and administration of the Academy.
- To ensure equality for all staff and students.

Line Management Responsibilities include:

- Senior Assistant Principal Curriculum, SAP Teaching and Learning, SAP Data and Assessment, RSL Year 11, Data Manager and Exams Officer.

Specific Leadership Duties will be:

- Lead and direct all staff to plan, design and implement curricular pathways that meet the needs of all students.
- Alongside other leaders, monitor teachers' mid-term plans to ensure that all staff are implementing the agreed range of curricular pathways.
- Work with the Principal to devise relevant timetables required to support implementation of the range of curricular pathways.
- Ensure appropriate deployment of staff to meet timetable requirements on a daily basis.
- Review and update curricular policies in light of national developments and legislative requirements, including networking with other schools.
- Ensure that all staff manage their agreed curricular budget appropriately.
- Along with other senior managers, contribute to consistent and effective management of the behaviour of students in line with the Academy approaches to pastoral care.
- Act as a positive role model to staff, promoting expectations of high standards and staff integrity.
- Lead on and support Trust and Academy events as appropriate.
- Demonstrate high quality teaching and lead and develop the teaching practice of other staff.
- Act as a mentor to colleagues as appropriate and encourage collaboration, cooperation and teamwork.
- Work alongside leaders to monitor and evaluate the quality of the learning environment to ensure it promotes effective teaching, learning and assessment. Ensure teaching groups are appropriate for all student.
- Plan and manage raising standards meetings with all faculty leaders following calendared assessment points.
- Work with other leaders to plan a raising standards programme for KS4 students overseeing assessment and intervention, ensuring relevant information is shared with key staff.
- Work with post 16 providers to support students moving on to the next phase of their education.
- Work with other leaders to review the quality of the range of assessments and ensure that all assessments are effectively implemented.
- Work with other leaders to ensure robust analysis of assessment data that informs effective planning and teaching and ensures student progress.
- Co-ordinate target setting and the implementation of student targets.
- Work with other leaders to monitor and evaluate all data to inform school self-evaluation
- Identify the development needs of staff on Professional Learning to ensure delivery of good quality of education.

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. It is not an exhaustive list of duties and responsibilities and may be subject to amendment to take account of changing circumstances. Where broad headings have been used, all associated duties are naturally included in the job description. All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with. All adults employed by the Trust have a responsibility data protection and have a duty to observe and follow the principles of the GDPR Regulation.



PERSON SPECIFICATION

DEPUTY PRINCIPAL

	ESSENTIAL	DESIRABLE	HOW ASSESSED
QUALIFICATIONS:			
Honours degree or equivalent.	•		Application form.
Qualified teacher status.	•		Application form.
Higher degree or equivalent of further study.		•	Application form.
Ongoing participation in a range of relevant training/ professional development.	•		Application form.
TEACHING AND MANAGEMENT EXPERIENCE:			
Previous senior leadership experience at Assistant Principal or above.	•		Application form; at interview and reference.
Track record of successful leadership of significant school improvement strategies.	•		Application form; at interview and reference.
Experience of setting and delivering challenging school targets.	•		Application form and at interview.
Experience of successful school improvement in a range of contexts.		•	Application form; at interview and reference.
Experience of monitoring school performance.		•	Application form and at interview.
Successful experience of improving standards and/or achievement for disadvantaged pupils.	•		Application form; at interview and reference.
Experience and understanding of management of human and financial resources at a senior level.		•	Application form; at interview and reference.
Experience of working positively with governors, trustees or similar.	•		Application form; at interview and reference.
Experience of managing Special Educational Needs and / or Learning Difficulties and Disabilities provision in mainstream schools/special schools.		•	Application form; at interview and reference.
Evidence of the ability to embrace and manage change successfully.	•		Application form; at interview and reference.
Experience of developing successful links with parents, local community/stakeholders and external partners.	•		Application form; at interview and reference.



PERSON SPECIFICATION CONTINUED

DEPUTY PRINCIPAL

PERSONAL AND PROFESSIONAL SKILLS AND ATTRIBUTES:

Outstanding leader, committed to sustainable improvement through high quality leadership at all levels.	•		Application form; at interview and reference.
Ability to recognise outstanding practice and implement strategies to develop it in others.	•		Application form; at interview and reference.
A passionate commitment to the academic, personal and social development of children.	•		Application form; at interview and reference.
Ability to motivate, develop, support and challenge staff.	•		Application form; at interview and reference.
Excellent communication and organisational skills.	•		Application form; at interview and reference.
Ability to involve and maintain strong and positive relationships with the whole Academy community.	•		Application form; at interview and reference.
Deep understanding of effective school improvement.	•		Application form; at interview and reference.
Ability to develop a high quality curriculum for all pupils within a context of educational change.	•		Application form; at interview and reference.
Committed to self-evaluation, continual personal development and improvement.	•		Application form; at interview and reference.
Good understanding of national education policy.		•	Application form; at interview and reference.
Ability to think, plan and act strategically.	•		Application form; at interview and reference.
High levels of personal resilience and optimism.	•		Application form; at interview and reference.

OTHER

Must satisfy relevant employment checks.	•		Documentary evidence.
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Requirements from confidential references:

	ESSENTIAL
Written reference(s) only.	•
Confirmation of professional and personal knowledge, skills and abilities.	•
Positive recommendation from current employer.	•

Greenwood Academies Trust will require the appointed candidate to gain satisfactory relevant background checks in accordance with safer recruitment guidelines; this will include an Enhanced (with Barred) Disclosure check.

All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with.

All adults employed by the Trust have a responsibility for data protection and have a duty to observe and follow the principles of the GDPR Regulations.