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| **Deputy Principal**  **Wood End Park Academy** | |
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| **Job Description** | |
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| **Reporting to** | Principal |
| **Grade** | Leadership : L14 – L18 |
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| **Job Purpose** | |
| Under the overall direction of the Principal, play a lead role:   * Formulating the aims, objectives of the Academy and establishing the policies through which they are to be achieved * Be responsible for the standards and curriculum of all pupils including monitoring of progress towards achievement * Proactively manage staff and resources * Take full responsibility for the Academy in the absences of the Principal * Carry out the professional duties of a teacher as required * Take responsibility for child protection issues as appropriate * Take responsibility for promoting and safeguarding the welfare of children and young people within the Academy. | |
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| **Key Accountabilities** | |
| The following list is not intended to be exhaustive but indicates the range of duties and the level of responsibility involved.  **Main Duties and Responsibilities**   1. **Shaping The Future**  * In partnership with the Principal establish and implement an ambitious vision and ethos for the future of the Academy * Play a leading role in the Academy improvement and Academy self-evaluation planning process * In partnership with the Principal, manage Academy resources * Devise, implement and monitor action plans and other policy developments * Lead by example to motivate and work with others * In partnership with the Principal, led by example when implementing and managing change initiatives * Promote a culture of inclusion within the Academy community where al views are valued and taken in to account  1. **Teaching and Learning**  * Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the Academy community * Work with the principal to raise standards through staff performance management * Lead the development and delivery of training and support for staff * Lead the development and review of all aspects of the curriculum including planning, recording and reporting, assessment for learning and the development of a bespoke, creative and appropriate curriculum for all pupils * Work in partnership with the Principal in managing the Academy through strategic planning and the formulation of policy and delivery of strategy, ensuring management decisions are implemented * With the Principal, lead the processes involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the Academy, including lesson observations to ensure consistency and quality * Ensure the systematic teaching of basic skills and recording of impact is consistently high across the Academy * Ensure that marking and feedback are high quality, consistent and clearly show next steps for pupils * Develop, review systems to ensure robust evaluation of Academy performance, progress data and actions to secure improvements comparable or better than appropriate national standards * Ensure through leading by example the active involvement of pupils and staff in their own learning * Determine and implement policies which promote:  1. Positive strategies for developing good race relations and dealing with racial incidents: 2. Equality of access: 3. British Values as required in state funded schools and academies.  * Work in partnership with the Principal to determine and implement positive strategies and programmes which ensure good or better pupil behaviour and discipline and give support and clear guidance on exclusions. * Continue to maintain an effective partnership with parents, carers and the wider community to support and improve pupils’ achievement and personal development. * Promote extra-curricular activities in accordance with the educational aims of the academy.  1. **Leading and managing staff**  * Support the development of collaborative approaches to learning within the Academy and beyond * Organise and support the induction of staff new to the Academy and those being rained within the Academy * Act as an Induction Co-ordinator for NQTs and have responsibility for students on teaching practice and those undertaking work experience, as appropriate * Participate as required in the selection and appointment of teaching and support staff, including overseeing the work of supply staff/trainees/volunteers in the Academy in the absence of the Principal * Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn * Take responsibility and accountability for identified areas of leadership, including statistical analysis of pupil groups, progress date and target setting * Work with the Principal to deliver an appropriate programme of professional development for all staff including quality coaching and mentoring, in line with the Academy improvement plan and performance management * Lead the annual appraisal process for all identified support and teaching staff * Assume responsibility for the discharge of the Principal’s function at any time when absent from school.  1. **Efficient and effective deployment of staff and resources**  * Lead regular reviews of all Academy systems to ensure statutory requirements are being met and improved on where appropriate * Ensure the effective dissemination of information, the maintenance of and ongoing improvements to agreed systems for internal communication * Working with the Principal, undertake key activities related to professional, personnel/HR issues * Manage HR and other leadership processes as appropriate e.g. sickness absence, disciplinary, capability * Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the Academy * Be a proactive and effective member of the Senior Leadership Team * Ensure the day-to-day effective organisation and running of the Academy including the deployment of staff as appropriate * To undertake any professional duties, reasonable delegated by the Principal  1. **Securing Accountability**  * Lead and support the staff and Academy Council in fulfilling their responsibilities with regard to the Academy’s performance and standards * Work in partnership with the Principal in developing an organisation in which all the staff recognise that they are accountable for the success of the academy * Support the Principal in reporting the Academy’s performance to its community, partners and Academy Council  1. **Safeguarding Children and Safer Recruitment**  * This academy is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and any relevant subsequent Acts and expects all staff and volunteers to share this commitment. * Promote and protect the health and safety welfare of pupils and staff * Take responsibility for promoting and safeguarding the welfare of children and young people within the Academy   **General**   * Maintain confidentiality in and outside the workplace; * Support the implementation of academy policies; * Promote the inclusion and acceptance of all pupils; * Be aware of and understand safeguarding protocol and procedures and the importance of taking appropriate action; * Attend and participate in meetings and training opportunities; * Carry out any other reasonable tasks/duties as required by The Trust in accordance with the needs of The Trust.   This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation. | |
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| **Confidentiality** |
| During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of The Park Federation Academy Trust or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation. |
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| **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 2018. |
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| **Safeguarding** |
| In accordance with the commitment of The Park Federation Academy Trust to follow and adhere to the Department for Education guidance entitled “Keeping Children Safe in Education”, it is the individual’s responsibility to promote and safeguard the welfare of children and young people in the Academy. A satisfactory DBS check is required for this post. |

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| **Person Specification** | | |
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| **Criteria** | **Essential** | **Desirable** |
| **Experience & Qualifications** | * Degree of equivalent * Qualified teacher status * Minimum of five years teaching experience in primary setting * Leadership experience in a primary age group setting * Proven record of success in raising student achievement * Evidence of success at a senior or middle leadership level in developing whole academy/school strategy and vision * understanding of the academy/school planning, monitoring, review and evaluation process | * Experience of academy/school self-evaluation * Experience of the academy/school planning, monitoring, review and evaluation process |
| **Skills & Knowledge** | **Shaping the Future**   * Can Understand aims and vision of the Academy and is able to inspire, challenge and motivate others to carry the vision of excellence forward * Has clear understanding of improving learning and achievement * Has an understanding of the required curriculum * Proven track record of contributing to the raising of education standards * Understands how a strategic school development plan can increase teacher effectiveness and secure school improvement * Able to lead by example in promoting the school’s vision and values to students, staff, Governors and parents   **Teaching and Learning**   * Has a sound understanding of how students learn, how teachers can best teach and how to raise standards through careful monitoring and target setting * Able to access, analyse and interpret information and data to support the Academy’s improvement and the raising of standards in learning and teaching * Promotes positive behaviour management and develops a student focused, inclusive and effective learning environment   **Leading and Managing Staff**   * Has the drive and ability to provide clear direction and motivate others to attain high goals * Proven track record of providing direction, inspiration and strong leadership to teaching staff * Is committed to sustain a safe, secure and healthy school environment * Has sound knowledge and understanding of the wider educational agenda * Has high expectations and personal integrity with the ability to promote the values of the school * Has excellent interpersonal and communication skills across the spectrum of stakeholders * Self-motivated with excellent organisation skills and the ability to prioritise workload effectively | * Has successful experience of curriculum development |
| **Personal Qualities** | **Securing Accountability**   * Understands the value of systematic and rigorous self-evaluation, and is organised in own work and approach * Can empower others to achieve success using a collegiate , coaching style but with clear focus on development * Can develop effective relationships with parents, carers, partners and the community which enhance and supports student learning * Has knowledge and understanding of Child Protection and Safeguarding Procedures | * Has performance managed a range of staff or has knowledge of * Has carried out work enabling the community to understand and buy into the work of the school. |