

HESTON COMMUNITY SCHOOL
JOB DESCRIPTION: DEPUTY HEADTEACHER

Post Title:	Deputy Headteacher
Overall responsibility:	Whole School responsibilities as directed by the Headteacher
Reporting to:	Headteacher
Liaising with:	All staff, governors, parents/carers, LA representatives and external agencies, as required
Disclosure Level:	Enhanced
Salary/Grade:	Leadership Spine L21 - L25 OLA

JOB PURPOSE:

- Support, deputise and assist the Headteacher by providing dynamic leadership and management in support of the School's vision and values in everyday work and practice
- Develop and motivate staff, set high expectations, embed learning and teaching strategies and raise achievement
- Contribute to rigorous and on-going self-evaluation and take responsibility for leading specific areas/initiatives to secure further school-wide improvements.

Specific responsibilities will be based on the skills and experience of the successful candidate.

PROFESSIONAL DUTIES AND RESPONSIBILITIES

Operational Responsibilities

- Undertake the full range of duties and responsibilities, as required by the Headteacher, set out in The School Teachers Pay and Conditions of Service
- Model the leadership and management approach expected of all within the School. A commitment to the School, its pupils, staff, parents, carers and community
- Remain focused on securing outcomes for all groups of learners that place the School within the top 10% nationally
- Develop a culture that enables all staff to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes
- Contribute to the shaping of the School's three-year strategic vision, the annual Improvement Plan and Self Evaluation process
- Oversee and lead specific elements of the school improvement strategy as defined by the Headteacher
- Effectively line manage leaders and teams as identified by the Headteacher, embed ambition, drive improvement, quality assure work and share accountability for their effectiveness
- Lead specific initiatives and co-ordinate development programmes to ensure the School promotes and achieves the highest standards of learning and teaching
- Support the Headteacher in leading the School through all external reviews and inspections
- Communicate effectively with all stakeholders within the School and work very closely alongside the Headteacher, other Senior Leaders and school colleagues

- Monitor, analyse and evaluate the effectiveness of the School's policies
- Deputise for the Headteacher in their absence.

Teaching and Learning

- Ability to teach all age groups
- Plan work in accordance with Pastoral and Curriculum Area Programmes of Study
- Take account of all students' prior levels of attainment and use them to plan challenging lessons and set future targets
- Monitor and identify underachieving students from performance data
- Address underachievement through contributing to whole-school strategies
- Establish a purposeful working atmosphere during all learning activities following School policies
- Actively support extra-curricular activities to enhance students' experiences
- Encourage the development of positive student behaviour
- Understand and fulfil all the requirements of School policies and the expectations of the School.

Assessment, Recording and Reporting

- Keep appropriate records of students' work
- Mark and return work, including homework within an agreed and reasonable time
- Use and apply the School's Marking Policy
- Carry out assessment programmes, as agreed by the School or Curriculum Area.
- Attend Parents' Evenings as required and keep parents/carers informed about their child's performance and future targets.

Additional Responsibilities

- Promote the School ethos in which the highest achievements are expected from all members of the School community
- Adhere at all times to the professional business standards of dress, courtesy and efficiency in line with the ethos of the School
- Attend all Staff Meetings
- Attend and participate in Open Evenings
- Uphold the School's values, its behaviour code and uniform regulations
- Be responsible for ensuring subject knowledge is developed and participate in staff training and development.

Key organisational Objectives

To contribute to the School by:

- Following Health and Safety requirements and initiatives, as directed
- Ensuring compliance with Data Protection legislation

- Operating at all times within the School's Equalities Policies, demonstrating commitment and contribution to improving standards and attainment
- Contributing to the maintenance of a caring and stimulating environment for young people.

Appraisal and Professional Development

The teacher will be part of the School's Appraisal Scheme. The School will support the continuing professional development of all staff to ensure that their expertise is being kept up to date.

Conditions of Employment

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The post holder is required to support and encourage the School's ethos and its objectives, policies and procedures as agreed by the Governing Body.

Uphold the School's policy in respect of child protection matters.

S/he shall be subject to all relevant statutory requirements as detailed in the most recent School Teachers' Pay and Conditions Document, including all of the conditions of employment of teachers other than Headteachers, set out in Part 12 of Section 2 of the same.

Particular attention is drawn to Section 66 of the above document – *'teachers with leadership or management responsibilities shall be entitled so far as is reasonably practicable, to a reasonable amount of time during school sessions for the purpose of discharging those responsibilities'*.

The post holder may be required to perform any other reasonable tasks after consultation.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually and it may be subject to modification at any time after consultation with the post holder.

All staff members participate in the School's performance management scheme.

PERSON SPECIFICATION

		Essential	Desirable	Evidence
Qualifications and Experience				
1	Educated to degree level or equivalent	✓		A
2	Qualified teacher status	✓		A
3	Higher degree		✓	A
4	Experience of delivering demonstrable and measurable academic success in a high-achieving school	✓		R, I
5	Knowledge and understanding of Safeguarding practice	✓		A, I
6	Experience of leading and managing change and improvement as a Deputy or Assistant Headteacher	✓		A, R, I
7	Experience of sustaining the delivery of high-quality teaching and learning	✓		A, R, I
8	Experience of responsibility for developing, monitoring and evaluating an aspect of school provision	✓		A, R, I
9	Experience of monitoring and analysing data to drive improvement	✓		A, R, I
10	Experience of leading, managing, coaching and mentoring staff	✓		A, R, I
Skills				
11	Promote equality of opportunity throughout all aspects of Academy life	✓		A, I
12	Lead with energy, enthusiasm and tenacity to provide an environment where others feel valued and motivated	✓		R, I
13	Ability to work hard under pressure while maintaining a positive, professional attitude	✓		R, I
14	Ability to organise and prioritise workload and work on own initiative	✓		R, I
15	Excellent personal, oral and written presentation skills	✓		A, R, I
Personal Attributes and Behaviours				
16	Adaptability and flexibility to changing circumstances and new ideas	✓		R, I
17	A belief that schools have a responsibility to prepare students for life – not just exams	✓		R, I
18	Creative, courageous and resilient	✓		R, I
19	Ability to respond positively to feedback	✓		R, I
20	Sustain personal motivation and that of colleagues	✓		A, R, I
21	Willing to take responsibility and ownership	✓		A, R, I
22	Team player	✓		R, I
Ability to Fulfil Wider Professional Responsibilities				
23	Willing to make a positive contribution to the wider life and ethos of the School	✓		R, I
24	Ability to develop effective professional relationships with colleagues, students and parents	✓		R, I

Key to Evidence: A = Application

I = Interview

R = Reference