

Job Profile

Deputy Headteacher - Job Description and Specification

Job Title:	Deputy Headteacher
Pay Scale:	Leadership – L18 to L22
Reporting to:	Headteacher

Role and Purpose

To provide inspirational, confident, persuasive and professional leadership and management of the school, which will develop and sustain the ethos and practice needed to achieve excellent standards in all areas of the school's provision and outcomes.

To identify and establish structures and staffing that will embody and disseminate the vision shared across the Trust and will effectively support the effective learning and personal development of all students. To extend and enhance relationships between the school and the community.

Principal Responsibilities:

The effective implementation of the school's strategic and operational development plan, by:

- Persuasively communicating a coherent and ambitious vision and sense of direction, supported by clear objectives and measurable success criteria
- Taking the lead in making the school a welcoming, stimulating, safe and thoroughly inclusive community
- Imaginatively developing and systematically monitoring leadership and management at all levels
- Recruiting, deploying and retaining well-qualified and effective staff, using safe recruitment procedures and well-directed professional development based on careful and constructive performance management
- Identifying, promoting and embedding best practice in teaching and learning
- Raising the expectations and aspirations of students and their families
- Ensuring that all staff have high expectations of what they and their students can and should achieve
- Evaluating the school's provision and outcomes accurately and identifying key priorities for action to accelerate and embed the school's improvement
- Ensuring that the school's policies and procedures supporting students' safety and wellbeing are continually updated and rigorously monitored
- Setting expectations and implementing strategies to establish high standards of behaviour, including behaviour that positively promotes learning and good or better attendance in all year groups
- Establishing effective management, organisation and administration to support the school's day-to-day running and its continuing development
- Managing resources effectively to support teaching and learning, both those provided across the Trust and those within the school, ensuring best value for money
- Overseeing the upkeep and further development of the school's site and resources to provide an appealing, stimulating and cost-effective environment

Liaising with:

The Head, Executive Head, the SFAET Trustees, the Local Governing Body, all teaching and associate staff both within the school and across the SFAET, senior and middle leaders, the Student Voice, external agencies, parents and carers and the wider community, including local and national media.

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QUALIFICATION AND EXPERIENCE	ESSENTIAL	DESIRABLE	ASSESSED BY
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Experience at senior leadership level in a secondary school, with successful completion of an NPQH expected in the future		✓	Application
Qualified teacher status with a record of outstanding teaching at more than one school	✓		Certificate
Evidence of recent continued relevant professional development	✓		Application
KNOWLEDGE AND UNDERSTANDING			
The ability to communicate a clear vision for the school and how it will develop and grow too outstanding at the next inspection	✓		Application, Interview & Assessment Reference
The ability to work closely with and provide objective support and advice to the Headteacher, the Executive Head and the school's Governing Body, responding constructively to strong governance that sets the school's strategy and holds the Head to account for student, staff and financial performance	✓		Application & Interview
A sound understanding of how students learn, how teachers can best teach and how to raise standards through careful monitoring and target-setting while avoiding unnecessary teacher workloads	✓		Application & Interview
The ability to raise students' career aspirations and their achievement in school, including the use of prior attainment as a benchmark against wider local and national expectations	✓		Application & Interview
The ability to create and implement a strategic school improvement plan underpinned by curriculum-led financial planning, together with experience of successful school improvement	✓		Application, Interview & Assessment Reference
A detailed understanding of how the plan can be assembled from rigorous self-evaluation practices across all levels of leadership and management	✓		Application & interview
The ability to recognise, inspire, motivate and lead all staff, enabling them to carry out their respective roles to the highest standard through appraisal and continuing professional development, with rigorous performance management and distributed leadership leading to robust succession plans	✓		Application, Interview & Assessment Reference
The ability to communicate effectively with parents/carers and ensure they are well informed about the curriculum, their child's attainment and progress and about the contribution they can make	✓		Application & Interview
An in-depth understanding of curriculum issues and educational developments, both current and future and how they will affect the work of a school	✓		Application, Interview & Assessment Reference
An understanding of the importance of a safe, calm and well-ordered environment for all students and staff and the ability to develop and sustain it	✓		Application & Interview

An understanding of an commitment to safer recruitment and child protection procedures and the ability to ensure their implementation	✓		Application, Interview & Assessment Reference
An understanding of finance and human resource allocation, of how to achieve value for money and the ability to ensure that the school works within its agreed budget	✓		Application, Interview & Assessment Reference
The ability to work with the educational sector and with appropriate professional bodies	✓		Application & Interview
A detailed understanding of safeguarding priorities, including e-safety and the ability to promote sensitive and constructive pastoral care – for staff as well as students	✓		Interview, Assessment Reference & Certificate

CHARACTERISTICS, SKILLS AND ABILITIES

Proven experience of successful education management, demonstrating capacity and the determination to manage challenging situations effectively	✓		Application, Interview & Assessment Reference
The drive and ability to take the role of leader, provide clear direction, manage change and enthuse and motivate others through effective interpersonal skills and a willingness to make themselves approachable by all members of the school and of the wider community it serves	✓		Application, Interview & Assessment Reference
A commitment to student development, the development of inclusive practice for all members of the school community and a <i>Commitment to Success for All</i>	✓		Application & Interview
The readiness and ability to work with educational partners and with other stakeholders	✓		Application
The determination, willingness and skills to engage actively in further developing the school's internal community and its reputation in the local community	✓		Application, Interview & Assessment Reference
The ability to make decisions based upon rigorous self-evaluation	✓		Application & Interview
Effective communication skills; written, oral and through the use of ICT	✓		Application, Interview & Assessment Reference
The ability to delegate effectively, hold to account where necessary and take appropriate and swift action	✓		Application & Interview
The ability to foster a culture of respect, openness and self-discipline	✓		Application & Interview
Physical, emotional and mental resilience, with an excellent record of health and attendance	✓		Interview & Assessment Reference

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To be the best we can be, by being true to our values



SUCCESS FOR ALL
EDUCATIONAL TRUST

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