

## **Job Description – Deputy Headteacher**

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Headteacher by agreement, to reflect or anticipate changes in the job, commensurate with salary and title. This job description will be reviewed as part of your performance management programme.

### **Main purpose**

#### **1. Leading and managing staff**

- 1.1 To deputise and undertake overall responsibility for the school in the absence of the Headteacher and on any other occasions which deemed necessary
- 1.2 Create and develop an ethos and culture in which all staff recognise that they contribute to and are accountable for the success of the school including improving the quality of education provided and standards achieved and ensuring that constructive working relationships are formed and maintained
- 1.3 Share with the Leadership Team the responsibility for supporting and promoting the well-being of all staff
- 1.4 Plan, allocate, support and evaluate work undertaken by individuals, groups and teams, ensuring that there is clear delegation of task and devolution of responsibilities
- 1.5 Manage and monitor the use of staff and resources effectively and efficiently, taking a lead on arranging and managing staff cover and working with relevant agencies
- 1.6 Assist the Headteacher in monitoring and supporting the work of the staff team to identify individual and whole school staff training needs and requirements
- 1.7 Sharing of expertise ensuring the implementation of statutory and local frameworks for staff appraisal and performance management
- 1.8 Motivate and enable teachers, including senior and middle leaders and support staff to develop expertise in their respective roles through high-quality continuing professional development
- 1.9 Work with the Headteacher to ensure strong succession-planning, including a commitment to grow future leaders
- 1.10 Sustain motivation of self and other staff
- 1.11 Ensure that professional duties are fulfilled, as specified in the most recent Terms and Conditions of Service of Teachers, in line with teaching standards (2011)

#### **2. Strategic Direction of Fitzwaryn School**

- 2.1 Work closely with the Headteacher in developing the strategic vision of the school and ensure the vision of the school is communicated and clarified to all stakeholders
- 2.2 Contribute to the School Development Plan and Self-Evaluation to ensure that the aims, values and objectives of Fitzwaryn School are met
- 2.3 Have the ability to effectively support and challenge staff
- 2.4 Work with staff, parents and governors to ensure effective sustainable school improvement and efficient management of school resources

- 2.5 Hold and articulate clear values and moral purpose, focused on providing high quality education for all pupils at Fitzwaryn School
- 2.6 Contribute to planning for the school's future needs and further develop and monitor the plans already in place
- 2.7 Provide information, objective advice and support to the Headteacher to secure effective teaching and learning, ensuring improved standards of achievement, efficiency and value for money met
- 2.8 Work closely with the Headteacher, Governors and Chief Finance Officer in strategic planning, budget preparation and monitoring, and effective budget Management
- 2.9 Monitor, evaluate and review the impact of school policies, priorities and targets, taking or advising action when necessary
- 2.10 Ensure that parents are well-informed about curriculum, their child's attainment and progress and about the contributions they can make to support their child's progress
- 2.11 Meet with the Headteacher and the leadership team on a regular basis to discuss matters of policy, organization and development

### **3. Teaching and Learning**

- 3.1 Take a whole school responsibility for developing and promoting teaching and learning for pupil with specific SEND (e.g. PMLD/SLD/ASC)
- 3.2 Coaching teachers across the school to improve their practice
- 3.3 Promote, develop and ensure high quality delivery of a curriculum appropriate to the needs of the pupils at Fitzwaryn School
- 3.4 Determine, organise and implement assessment, monitoring and evaluation in order to identify and act on areas for improvement
- 3.5 Work with the Headteacher to analyse the school's assessment data to make whole school improvements to teaching and learning; ensure consistent practice across school and be able to identify areas of CPD
- 3.6 Work with the Headteacher to create and maintain environments which promote and secure good teaching, effective learning, high standards of achievement

### **4. Community**

- 4.1 Keep up-to-date with relevant legislation and guidance and monitor and advise the Headteacher on issues relating to pupil safeguarding and wellbeing following the child protection procedures adopted by the school. Act as a DDSL for the school.
- 4.2 Liaise with the other Trust schools, to create, promote, evaluate and develop inclusive teaching and learning opportunities for pupils and staff from all schools and further develop positive relationships between our schools
- 4.3 To be attuned to national developments, best practice and innovation in the field of SEN
- 4.4 Develop links and partnerships with other local special and mainstream schools to enhance and share good practice and to foster school to school support networks
- 4.5 Work with the Leadership Team to develop a school culture which continues to promote equality and diversity and reflects its wider community
- 4.6 Work collaboratively with Multi-Disciplinary Team and other Health professionals to maximise their input and impact with pupils and keep them safe
- 4.7 Collaborate with other agencies to promote the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families
- 4.8 Work in partnership with the Governing Body, attending meetings to represent Fitzwaryn School as directed by the Headteacher

## 5. General

- 5.1 Undertake, as necessary, the full range of professional duties of the Headteacher in the event of their absence
- 5.2 To keep abreast of new developments within the field of education and SEN and respond to any legislation affecting the education or statutory assessment of pupils
- 5.3 To further personal CPD opportunities, utilizing it to identify opportunities that drive pupil provision and vision within the school
- 5.4 The responsibilities listed above are the essentials of the post; it is always open to the post holder to propose ways of extending these responsibilities

The responsibilities within this job description may change to reflect the needs of the children and young people within Fitzwaryn School as outlined in the primary purpose of the role. This will be carried out in consultation with the post holder,

If you have not received communication from the school inviting you for an interview within ten working days of the closing date of the post, you can assume that you have not been shortlisted on this occasion. We thank you for your interest in the school and encourage you to apply for suitable vacancies in the future

### 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>	Successful leadership and management experience in a school A strong track record in teaching experience Involvement in school self-evaluation and development planning Demonstrable experience of successful line management and staff development
<b>Skills and knowledge</b>	Data analysis skills, and the ability to use data to set targets and identify weaknesses Understanding of high-quality teaching, and the ability to model this for others and support others to improve Understanding of school finances and financial management Effective communication and interpersonal skills Ability to communicate a vision and inspire others Ability to build effective working relationships Add any further skills and knowledge needed, such as anything related to any particular areas your deputy headteacher will lead on – e.g. the curriculum or assessment
<b>Personal qualities</b>	A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school Ability to work under pressure and prioritise effectively Problem-solving abilities 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 Add any further qualities needed

**The Propeller Academy Trust is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race (including colour, nationality, ethnic or national origin), religion or belief, sexual orientation, gender reassignment, pregnancy or maternity, age, disability, marriage, or civil partnership.**

**The Propeller Academy Trust and its member schools are committed to safeguarding and promoting the welfare of all children and young people according to child protection and safeguarding guidelines. We expect all staff and volunteers to share in this commitment.**

**This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. All post holders are subject to the necessary pre-employment check, including a satisfactory Enhanced Disclosure and Barring Service (DBS) Check, including a Child/Adult's Barred List check (where applicable to the role in question).**