Job Description
Deputy Headteacher - Quality of Education

Title and Grade of Post	Deputy Headteacher Leadership Group Pay Spine - Outer London Area L6 – L9
Status of Post	This is a senior post within the schools staffing structure, which carries with it membership of the School Leadership Team. This post holder is accountable to the Headteacher. This post holder is to deputise for the headteacher in their absence. As deputy headteacher, you will be required to meet the general requirements of this post as specified in the School Teachers' Pay and Conditions Document. In addition, you will be required to fulfil any reasonable expectations from the headteacher.
Job Purpose	To provide leadership, development and management of the whole school curriculum, assessment, teaching and learning of all pupils; to take a lead role in the monitoring and evaluation of standards across the whole school and to be a leading professional actively promoting effective teaching and learning practices across the school. The post will require you to work in partnership with the headteacher, governors and staff to ensure the continuous improvement of the school.
Reporting to	The post holder is responsible to the headteacher in all matters The post holder is also expected to interact and lead colleagues on a professional level in order to promote a mutual understanding of the schools vision and values
Main Expectations of the role	

1. Shaping the Future
- Support the headteacher and governors in establishing a vision for the future of the school; demonstrating inspirational leadership and creativity
- Play a leading role in the school development planning process, taking account of the agreed priorities of the school and how these link with National and local initiatives
- Contribute to the identification of key areas of strength and weakness in the school.
- Work to a high standard in implementing agreed policies, priorities and expectations, so as to set a good example to other colleagues
- Promote a culture of teamwork, in which views of all members of the school community are valued and taken into account
- Contribute to the self evaluation of the school

2. Leading Learning and Teaching
- Develop and ensure the curriculum meets the changing needs of the school's cohort
- Lead responsibility for the analysis of key school performance data, to ensure priorities are appropriate and improvement in standards is promoted

- Take responsibility for the development of an effective timetable which meets the needs of pupils within the statutory frameworks and the resources available
- Provide training and modelling for staff on effective teaching and learning.
- Promote the active involvement of pupils in their own learning
- Contribute to target setting; including statutory procedures and targets for individuals and groups throughout the school.
- Support strategies to promote high standards of behaviour
- Contribute to the development of a broad and rich curriculum which meets the needs of the range of pupils in the school
- Support the development of an effective assessment framework
- Promote the use of ICT to enhance and extend pupils learning
- Monitor and evaluate classroom practice
- Provide support for colleagues in improving their classroom practice

3. **Developing self and managing others**
   - Whole school designated safeguarding lead
   - Promote and safeguard the safety and welfare of children and young people
   - Contribute to the creation of a positive school ethos, in which every individual is treated with dignity and respect and the safety and welfare of children and young people is paramount
   - Support the development of collaborative approaches to learning within the school and beyond
   - Support the induction of staff new to the school
   - Set high expectations for your own performance and that of others
   - Engage in relevant professional development activity as necessary

4. **Managing the organisation**
   - Contribute to a regular review of the organisation of the school to ensure it meets statutory requirements
   - Ensure that resources are distributed to enhance the effectiveness of the curriculum delivery
   - Develop action plans in specified areas of responsibility, in order to bring about improvements
   - Contribute to the planning process for the distribution of resources, to ensure they meet the schools identified priorities
   - Contribute to regular evaluation of the impact of the use of resources in relation to the quality of education of the pupils and value for money

5. **Securing Accountability**
   - Support the governing body in meeting its responsibility to account for the performance of the school
   - Work alongside the Head to secure improvement through Performance Management; take responsibility for the performance management of identified staff
   - Support staff in understanding their own accountability, and develop approaches to its review and evaluation
   - Use a range of data sources to set realistic yet challenging targets for pupils, analysing outcomes for individuals and groups; use this information to implement appropriate curriculum pathways and intervention programmes
   - Contribute to the reporting of the performance of the school to parents, carers, governors and other key partners as necessary

Person Specification
Deputy Headteacher

Introduction

In order to meet the high standards expected of a leading professional in our school, the governing body is seeking to employ a person with the following qualities, experience, skills and abilities.

Criteria:	
Essential	**Desirable**
Qualifications and Training	
Qualified teacher status	Leading from the Middle or other relevant NCSL courses
Advance training in SEN	Post-graduate qualification in SEN
'Working Together in Safeguarding Children' or similar course	
Experience	
Evidence of leadership and management of a whole school aspect.	In depth knowledge of SEN as catered for in our school
Evidence of outstanding teaching in an SEN environment.	
Professional Development	
A record of continuous professional development that includes training in leadership and management	
Experience of supporting, training and helping to coordinate the professional development of colleagues	
Leadership and Management	
To have a vision of the overall aims and direction of a successful school and be able to communicate these in order to inspire and motivate others	
To provide evidence of good management, which incorporates detailed planning, successful implementation and effective monitoring and evaluation of strategies	Have the ability to access and analyse relevant data and to use this information to set priorities and determine school action
To have a good knowledge and understanding of what constitutes an effective school and have the	Knowledge of the statutory requirements and other relevant

necessary skills of leadership and management to help create such a school	legislation relating to school leadership and management

Safeguarding	
Knowledge and qualifications of the statutory requirements and other relevant legislation relating to child protection procedures and safeguarding at Level 3. To have a current, enhanced DBS clearance	Experience of being a Designated Safeguarding Lead

Teaching and Learning	
Have a good understanding of what contributes to successful learning and the ability to promote the most effective teaching strategies to bring this about	The ability to help create and maintain a school site that ensures the health and safety of staff and pupil and which presents a stimulating and attractive learning environment for pupils
To have a good understanding of how assessment strategies and target-setting are used to inform learning in order to help pupils make progress	
A clear understanding of what constitutes a broad and balanced and relevant curriculum that meets statutory requirements and which is sufficiently well differentiated and resourced to meet the needs of all pupils	

Knowledge and Understanding of	
Statutory education frameworks, including governance	Ways to build, communicate and implement a shared vision
Leading change, creativity and innovation	Strategic planning processes
Strategies for communication, both within and beyond school	New technologies, their use and impact
Models of learning and teaching	Schools self evaluation process
Models of behaviour and attendance management	Building and sustaining a learning community
Strategies for ensuring inclusion, diversity and access	The impact of change on organisations and individuals
Curriculum design and management	Legal issues relating to managing a school, including equal opportunities,

	race relations, disability, human rights and employment legislation
Strategies to promote individual, team and organisational development	
The use of a range of tools and evidence, including performance data, to support, monitor, evaluate and improve aspects of school, including challenging poor performance	Experience of working with other agencies and opportunities for collaboration
The wider curriculum, beyond school and the opportunities it provides for pupils and the school community	
Strategies which encourage parents and carers to support their children's learning	

Additional Skills and abilities: Essential
Suitability for work with children and young people; Enhanced DBS clearance
The ability to relate positively with the headteacher, pupils, colleagues, parents, governors and others who contribute to the work of the school
The communication skills needed to provide clear and accurate information and well informed advice
The ability to organise and manage work effectively i.e. being able to prioritise and organise tasks, make decisions, support and delegate where appropriate
To have high expectations of pupils' learning, attainment and behaviour and of one's own professional abilities and those of colleagues
An excellent health and attendance record

Personal Qualities	
Self Awareness ● Emotional self awareness ● Accurate self assessment ● Self confidence	**Social Awareness** ● Empathy ● Organisational awareness
Self Management ● Emotional self control ● Transparency ● Adaptability ● Initiative ● Optimism	**Relationship Management** ● Develop others ● Inspirational leadership ● Change catalyst ● Influence ● Conflict management ● Team work and collaboration