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| **Job Description** | |
| **Department** | The Kingsway School |
| **Post Title:** | Deputy Headteacher |
| **Salary Scale/Range** | Leadership L19 – L24 (£69,022 - £78,010) |
| **Hours** | Full Time |
| **Permanent/Fixed Term** | Permanent |
| **Posts Responsible to** | Headteacher |
| **Job Purpose**:  The Deputy Headteachers are responsible to the Headteacher and will undertake duties under the direction of the Headteacher. These duties will focus on the internal organisation, management, strategic direction and control of the school, in accordance with current statutory requirements and instruments of government of the school. The Deputy Headteachers will complement the Headteacher in providing professional leadership for the school which secures its success, ensuring a high-quality education for all its students and continued improvements to enhance the overall efficiency and effectiveness of the school. | |

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| 1. **Duties and responsibilities**   The Deputy Headteachers, under the direction of the headteacher, will take a major role in:  **1.1 School culture & behaviour:**   * Developing the school’s ethos and strategic direction in line with the Trust vision and principles together with governing body and through consultation with the school community; * Management of the school; * Development and promotion of the School within its community.   **1.2 Teaching, curriculum & assessment:**   * Management of students’ attainment and progress ensuring students receive a curriculum  entitlement that develops their knowledge, skills and understanding of the world enabling  them to succeed and inspiring them on to further study; * Management of learning and teaching that is of a high standard and raises aspirations and  ensure students achieve.   **1.3 Leading and managing staff:**  Management of staff, ensuring all staff are appropriately qualified and are given opportunities for meaningful high quality professional development tailored to their professional growth.  **1.4 Strategic direction and development of the school:**   * Identify problems and barriers to school effectiveness and contribute to strategies for school  improvement that are realistic, timely and suited to the school’s context; * Make sure these school improvement strategies are effectively implemented; * Monitor progress towards achieving the school’s aims and objectives.   **1.5 Operations**   * Oversee and develop systems, processes and policies so the school can operate effectively.   **1.6 Finance and resources**   * Management of resources and premises; monitor financial resources appropriately, efficiently and  effectively.   **1.7 Governance, accountability and working in partnership:**  The Deputy Headteacher will:   * Uphold public trust in school leadership and maintain high standards of ethics, behaviour and  professional conduct; * Build positive and respectful relationships across the school community; * Welcome the role of governance; * Support the responsibilities of the Headteacher to the Governing Board; * Develop effective partnerships with the Local Authority, and other schools, locally, nationally  and internationally. * Serve in the best interests of the school’s students.   The Deputy Headteacher will deputise, as directed by the governing body, for the headteacher. The  Deputy Headteacher will also be expected to fulfil the professional responsibilities of a headteacher, as set out in the School Teachers’ Pay and Conditions Document (STPCD).  **2. School culture and behaviour**  The Deputy Headteacher will:   * Develop the culture where students experience a positive and enriching school life; * Develop high standards of behaviour from students, built on rules and routines that are understood by  staff and students and clearly demonstrated by all adults in school; * Uphold educational standards in order to prepare students from all backgrounds for their next phase of  education and life; * Contribute to a culture of staff professionalism; * Use consistent and fair approaches to managing behaviour, in line with the school’s behaviour policy.   **3. Teaching, curriculum and assessment**  **3.1 Quality of education**  Under the direction of the headteacher, the Deputy Headteacher will:   * Sustain high-quality teaching across all subjects and phases, based on evidence; * Ensure teaching is underpinned by subject expertise; * Effectively use formative assessment to inform strategy and decisions; * Ensure the teaching of a broad, structured and coherent curriculum; * Develop curriculum leadership, including subject leaders with relevant expertise and access to  professional networks and communities; * Use valid, reliable and proportionate approaches to assessing students’ knowledge and  understanding of the curriculum; * Develop high expectations across all students and staff groups; * Develop high standards of respect, conduct and engagement.   **3.2 Additional and special educational needs (SEN) and disabilities**  The Deputy Headteacher will:   * Develop a culture and practices that enable all students to access the curriculum; * Have ambitious expectations for all students with SEN and disabilities; * Make sure the school works effectively with parents, carers and professionals to identify  additional needs and provide support and adaptation where appropriate; * Make sure the school fulfils statutory duties regarding the SEND Code of Practice.   **4. Leading and managing staff**  The Deputy Headteacher will:   * Contribute to recruitment and selection of teaching and support staff; * Develop effective staff management, lead and motivate others and generate highly effective working  relationships at all levels; * Optimise the contribution of all staff to ensure excellent quality of teaching, learning and support to  improve the quality of education; * Appraise staff effectively and secure bespoke staff development; * Develop excellent working relationships among all members of the school community; * Contribute to the monitoring of the curriculum within the agreed budget, setting appropriate priorities  for expenditure, allocating funds and ensuring effective administration and control; * Monitor and evaluate overall provision for value for money; * Ensure staff have access to appropriate, high standard professional development opportunities; * Keep up to date with developments in education; * Seek training and continuing professional development to meet needs.   **5. Strategic direction and development of the school**  The Deputy Headteacher will support the Headteacher in:   * Developing and communicating a clear strategic vision; * Motivating and empowering others to carry the vision and values of the School forward; * Contribute to the recruitment of staff, ensuring the statutory requirements, the decisions of the  Governing Body and the needs of the students, their parents /carers and the community are met.   **6. Operations and managing the School**  Under the direction of the headteacher, the Deputy Headteacher will:   * Develop and sustain the school’s ethos and strategic direction together with the governing board and  through consultation with the school community; * Develop and oversee systems, processes and policies so the school can operate effectively; * Ensure staff and students’ safety and welfare through effective approaches to safeguarding, as part of  duty of care; * Manage staff well with due attention to workload; * Ensure rigorous approaches to identifying, managing and mitigating risk; * Identify problems and barriers to school effectiveness, and with the Headteacher develop strategies for  school improvement that are realistic, timely and suited to the school’s context; * Make sure these school improvement strategies are effectively implemented; * Be responsible for implementing, monitoring, and evaluating appraisal for both teaching and support staff.   **7. Governance, accountability and working in partnership**  Under the direction of the headteacher, the Deputy Headteacher will:   * Understand and welcome the role of effective governance, including accepting responsibility; * Ensure that staff understand their professional responsibilities and are held to account; * Ensure the school effectively and efficiently operates within the required regulatory frameworks and  meets all statutory duties; * Work successfully with other schools and organisations; * Maintain working relationships with fellow professionals and colleagues to improve educational  outcomes for all students; * Support, attend and report to Governing body meetings as required; * Develop and encourage good relations between the school and the local community;   **9 Other areas of responsibility**  The Deputy Headteacher will:   * In collaboration with the Headteacher and Leadership Team, identify and plan for future needs; * Contribute to the day to day running of the School; * Prepare and deliver assemblies; * Support initiatives in curriculum development to raise standards; * Carry out lesson visits, learning walks and other related activities as part of the school’s self evaluation; * Undertake Safer Recruitment Training and participate in recruitment processes for teaching and  support staff as required; * Actively support the whole-school ethos regarding the importance of the well-being of staff and ensure  that any whole-school developments or initiatives are assessed for workload impact prior to  implementation. |
| **Professional Development**   * Model reflective leadership and empowerment of others to advance own understanding * Maintain personal professional development to ensure that the knowledge and skills required to fulfil the role are up to date * Be a professional role model, and understand and promote the aims and the values of the Trust |
| **Safeguarding and Promoting the Welfare of Children and Young People**   * The jobholder is required to adhere to the statutory guidance ‘Keeping Children Safe in Education’ and follow all of the Trust’s policies and procedures in relation to safeguarding at all times. |
| **Data Protection**   * The jobholder is expected to comply with the provisions of GDPR and the Data Protection Act 2018, and follow all of the Trust’s information governance policies and procedures at all times. |
| **Equality and Diversity**   * The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return. * The Trust are committed to fulfilling their Equality Duty obligations, including valuing equality and diversity and therefore expects all employees to share this commitment. |
| **Health and Safety**   * The jobholder has a duty to take care of their own health and safety and that of others who may be affected by their actions at work. * The jobholder must co-operate with the Trust as their employer, and co-workers to help everyone meet their legal requirements and follow the Trust’s health and safety policies and procedures at all times. |