

## Job Description and Person Specification

<b>Role</b>	Deputy Headteacher
<b>Grade:</b>	Leadership Pay Range
<b>Department:</b>	Leadership
<b>Accountable to:</b>	Headteacher

### Position Overview

The role of the Deputy Headteacher is integral to the leadership and management of the school. They will be the 'critical friend' of the Headteacher and will support the Head in delivering the vision for the school and be the custodian of the school's ethos. The role will be varied and developing and will include elements of teaching as directed by the Headteacher. In addition, the Deputy Headteacher will be expected to assist the Headteacher in identifying areas of improvement and directing the focus of the Senior Leadership Team in the management and development of the school through key responsibilities, linked to quality and standards. Fundamental to the role is the ability to act up in the absence of the Headteacher and form part of succession planning within the school and across the Trust. The post holder will therefore have an ambition to ultimately secure Headship and will be supported in their development to prepare them for this role.

### Main Duties

- Deputising for the Headteacher and, when required, acting up in the absence of the Headteacher.
- Assisting the Headteacher and empowering SLT to deliver bold and inspirational leadership.
- Formulating the aims and objectives of the school.
- Monitoring performance and progress towards the school's aims and objectives.
- Demonstrating a strong understanding and commitment of people management for allocated team members and across the school.
- Assessing the needs of all pupils to ensure that their potential is reached.
- Responsibilities as required by the school capacity and priorities, aligned to quality and standards.
- Ensuring the values and ethos of the school are upheld in accordance with the policies of Flying High Trust and the governing body.

The job description is to be performed in accordance with School Teachers' Pay and Conditions Document and within the range of duties set out in that document, so far as relevant to the postholder's title and salary grade. The post is otherwise subject to the Conditions of Service for School Teachers in England and Wales and to locally agreed conditions of employment, to the extent that they are incorporated in the postholder's individual contract of employment.

If the Headteacher is absent from the school, a Deputy Headteacher must undertake their professional duties as set out in School Teachers' Pay and Conditions Document, as directed by Flying High Trust.

## **Duties and Responsibilities**

### **Strategic Leadership**

- Act as a custodian of the school's and Trust's vision and ethos, consistently communicating and enrolling others to this vision.
- Act as "critical friend" and provide effective professional challenge and support to the Headteacher.
- Deputise for the Headteacher and when required act up in the absence of the Headteacher.
- Demonstrate a relentless drive to improve the school and go the extra mile.
- Support the development and implementation of School Improvement Planning, School Development Planning and Self Evaluation.
- Lead by example, articulating a clear moral purpose and relentlessly focusing on providing excellent outcomes for all children.
- Manage time effectively, prioritising tasks to ensure deadlines are met.
- Provide a professional presence at SLT meetings, offering informed and strategic contributions to discussions.
- Identify and model innovative approaches to teaching and learning and school improvement.
- Keep up to date with development in education and have a good knowledge of education systems locally, nationally and globally.
- Support the day-to-day management of the school.
- Prioritise Continuous Professional Learning, ensuring on-going reflection and growth.
- Inspire, motivate and provide purposeful leadership.

### **Teaching and Learning**

- Consistently demonstrate high quality teaching and learning, maintaining a classroom that is inspirational for other staff and provides an outstanding environment for learning.
- Undertake a teaching commitment as directed by the Headteacher.
- Establish a culture of 'open' classrooms; as a basis for role modelling and sharing best practice.
- Raise standards in teaching and learning across the school, by supporting and developing others.
- Develop high expectations and a strong culture for behaviour management, in line with the school's policy.
- Support high quality CPL, driving the development of teaching and learning.

### **Quality Assurance and Standards**

- Demand ambitious standards for all children, instilling a sense of accountability in staff for the impact of their work on pupil outcomes.
- Contribute to the tracking and reporting of pupil progress and attainment across the whole school; analysing national and local data to provide a solution focused approach.
- Contribute to developing and presenting of a coherent, understandable, and accurate account of the school's performance to a range of audiences, including Flying High, Headteacher, governors, and parents/carers.
- Hold staff to account to ensure that there is accelerated progress and high expectations in order that the attainment gap to national is narrowed through clearly defined, understood, and agreed targets.

- Rigorously review and evaluate pupil progress data with staff through regular pupil progress reviews.
- Interrogate the internal and external moderation of progress and attainment data.
- Track and report on the progress and attainment of vulnerable groups.
- Contribute to monitoring a range of activities, including work scrutiny, planning, and feedback from children and monitor the impact.
- Report on the above in a timely manner and at the reasonable request of the Headteacher and Chair of Governors.

### **People Management**

- Appraise a team of staff, reviewing and setting annual targets and holding to account for their performance, including making recommendations for pay performance to the Headteacher.
- Work with the Headteacher to develop and implement effective systems to manage the performance of all staff, in line with Trust policies.
- Provide appropriate support to staff in agreed areas for development, creating a culture to improve and value excellent practice.
- Robustly challenge under-performance, where appropriate.
- Develop and maintain positive relationships with all staff members and key stakeholders, including governors and parents.
- Assist in the recruitment of staff, following policies and procedures.

### **Other Areas**

To work within the framework of national legislation and in accordance with the provisions of the School Teachers Pay and Conditions Document. In addition, the post is subject to compliance with:

- The positive implementation of the equal opportunities policy within the school.
- Safeguarding the health and safety of self and others in accordance with the school's Health and Safety Policy.
- Consistent application of the school's policies and procedures.
- FHT policies and procedures.
- National Professional Standards for Teachers.
- The Conditions of Service for School Teachers in England and Wales and with any locally agreed conditions of employment.
- Common core of skills and knowledge for the children's workforce.
- All teachers have a responsibility for providing and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with.
- Act as advocate of the Flying High Partnership, modelling the Trust values and behaviours.

### General Duties

- Be a positive influence on the climate and culture of the Flying High Partnership and be a positive example at all times.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, copyright etc. reporting all concerns to the Head Teacher.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall aims of the Flying High Partnership by engaging as an active member of the Partnership.
- Engage with professional networks across the Trust, contributing to Trust-wide developments, where appropriate.
- Specific responsibilities will be assigned by the Head Teacher based on the priorities and capacity of the school, aligned to quality and standards.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Be a flexible and supportive member of the team.
- To perform any other task under the reasonable direction of the Head Teacher.

### Skills and Experience Required:

The following requirements will be assessed through either the Application Form (AF), during the Interview (I) or as part of an Assessment (AST).

Criteria	Essential	Desirable
<b>Qualifications &amp; Training</b>		
Qualified Teacher Status	AF	
National Professional Qualification for Senior Leadership		AF
National Professional Qualification for Headship		AF
Degree or equivalent	AF	
Other professional Development in preparation for a leadership role	AF	
Designated Safeguarding Training		AF
<b>Experience</b>		
Successful experience as a consistently high performing teacher	AF/ I	
Evidence of managing or making a substantial contribution to the effective management of change.	AF/I	
Successful whole school leadership responsibility	AF/I	
Experience of successful and sustainable school improvement	AF/I	
Experience of school improvement planning and self-evaluation	AF/I	
Experience of successful line management	AF/I	
Experience of contributing to staff development	AF/I	
Experience of working with governors, parents, outside agencies and the wider community	AF/I	
Evidence of successful implementation of strategies to improve teaching and learning to raise the standards of achievement for all pupils	AF/I	
<b>Knowledge and understanding of:</b>		
Developing and implementing strategies for school improvement, including data analysis and strategies for improving the quality of teaching and learning for all pupils	AF/ I/AST	
A deep understanding and passion for teaching and learning	AF/I	
In-depth knowledge of curriculum development	AF/I	
Sound understanding of assessment, recording and reporting	AF/I/AST	
Sound knowledge of educational policy developments, research and implication for in-school practices	AF/I	
Strategies to motivate and engage pupils to maximise learning opportunities and outcomes	AF/I	
How to promote inclusion and implement equal opportunities for all	AF/I	
Management of pupils' behaviour and attitudes to learning and the ability to put this into practice	AF/I	
Engaging parents/carers in their children's learning and the work of the school	AF/I	
Clear understanding on safeguarding policy and practice	AF/I/AST	

Skills		
Data analysis skills, and the ability to use data to set targets and identify areas for development	AF/ I/AST	
Strong communication skills, both written and oral, with the ability to inform and engage a range of stakeholders.	AF/I/AST	
Prioritise, plan and organise their own work; direct, coordinate and provide professional direction to the work of others	AF/I	
A leader, with the ability to inspire and motivate colleagues, providing the appropriate balance of challenge and support	AF/I	
Consistently role model excellent teaching and learning practice, forming positive relationships with all children	AF/I	
Able to challenge underperformance and communicate high expectations to all	AF/I	
Ability to galvanise others, supporting the formation of a positive school culture	AF/I	
Ability to build strong working relationships within the school, with parents, governors and across the Trust	AF/I	
Ability to act as a critical friend, balancing challenge with support	AF/I	