



**Innovate**  
Multi Academy Trust  
Aspiration, Inclusivity, Kindness, Resilience

## **INNOVATE Multi Academy Trust Job Description Deputy Head of School**

**RESPONSIBLE TO:** HEAD OF SCHOOL

**LIAISES WITH:** ALL STAFF

**WORKING HOURS:** TEACHING COMMITMENT (TO BE AGREED) WITH ALLOWANCES OF TIME

**SALARY:** LEADERSHIP L1-L5

### **Key Purpose - Deputy Head of School**

To assist, support and deputise for the Head of School to deliver and sustain educational excellence, including deputising for the Head of School in the event of their absence.

This role will be a teaching role with allowances of time to support the individual in fulfilling their role. Take the lead in specific areas of responsibility as identified by need for the school, such as curriculum / behaviour etc. and ensure the implementation of the vision, values and ethos of the school is done to a high standard at all times.

The post holder must meet the expectations set out in the Teacher's Standards.

### **Specific Responsibilities**

- Work with the Head of School, the CEO, the Trust Directors and Local School Committee, to help drive the strategic vision for the School within its community.
- Support the HoS in the role to implement and monitor the School Development Plan to ensure children achieve high standards and teaching is effective to raise standards.
- Support the HoS in the role to monitor and analyse the impact of the Plan, report to the CEO and the Local School Committee.
- Support the HoS in the role to ensure the day-to-day management of the School, supports the policies, vision and aims of the Trust.
- Work with Heads of Schools and CEO to realise the vision, aims and priorities of the Trust, including the trust strategic plan.
- Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.
- Drive a culture of inclusion across the school and Trust
- Work with the Head of School and other Deputy Heads of School and HoS in the Trust to ensure policies

and practices promote inclusion and equality.

- Actively engage with parents/carers and other professional support services to enhance the life chances for our children.
- Support the HoS in the role of Designated Safeguarding Lead (as a Deputy DSL) and support the day-to-day responsibility for safeguarding using the My Concern system within school.
- Maintain high morale and set an example of professionalism, high quality performance and leadership. Develop in all pupils and staff versatile skills and attitudes required for lifelong learning in a rapidly changing world.
- Enhance opportunities through strong and effective partnerships between parents/carers, pupils, staff, the local community, voluntary organisations, outside agencies, optimising the benefits of being a member of the Trust.
- Continue to maintain the distinctive individual ethos of their designated School while working within the vision and ethos of the Trust.
- Undertake any reasonable duties as directed by the HOS and CEO not specified within this job description, including deputising for the Head of School when required.
- Adhere to the Trust code of conduct

### **Leading Teaching & Learning**

- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community.
- Work with the Head of School to raise standards with an increasing number of children meeting the new national standard with expected or exceeding progress across all ability groups and identified groups, such as PP and LAC.
- Under the direction and guidance of the Head of School, contribute to the leadership, development and review process of all aspects of the curriculum including planning, recording and reporting. Support the management of the School through strategic planning and the formation of policy and delivery of strategy, ensuring all management decisions are implemented. Lead the processes involved in monitoring, evaluating and challenging the quality of teaching and learning throughout the school, including lesson observations to ensure consistency and quality first teaching is at minimum good and much is outstanding.
- Ensure the systematic teaching of basic skills and recording of impact is consistently high across the school and in line with trust expectations.
- Develop and review systems to ensure robust evaluation of school performance, progress data and actions to secure improvements comparable to appropriate national standards.
- Ensure, through effective mentoring and coaching, the active involvement of children and staff in their own learning.
- Promote the use of ICT and new technologies to enhance and extend learning for children and staff.

### **Leading & Managing**

- With the Head of School, lead regular reviews of all school systems to ensure statutory

requirements are being met and improved on where appropriate.

- Ensure and promote safeguarding the welfare of children and staff
- Support the Head of School in their responsibilities of Health and Safety policies and inform them of any identified risks or issues to ensure the safety and welfare of children, staff and visitors.
- Ensure the effective dissemination of information and ongoing improvements to agreed systems for internal communications.

### **Developing Self and Staff**

- Support the ethos of the trust, where every individual is treated with dignity and respect and the safety and welfare of children is paramount
- Support the development of collaborative approaches to learning across the Trust and beyond.
- Participate in the safer recruitment of all staff and oversee the work of any supply teacher, trainee or volunteer.
- Organise and support the induction of staff new to the School.
- Support the annual Performance Management for teachers and appraisals for support staff.
- Support the development and delivery of staff training linked to Action Plan priorities, needs of the School and personal targets, including own.

### **Church School**

- Uphold the Christian Values of the school and its strong links with the church and also the community

#### Arrangements for appraisal of performance

The individual will be appraised in their role as set out in the Trust's Appraisal & Capability Policy.

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This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the schools as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

The Local School Committee and the iMAT Trust acknowledge the importance of the role of the Deputy Head of School and will actively offer long-term support, encouragement, CPD and realistic challenges to the successful candidate. The job description is not a comprehensive definition of the post.

# Person Specification

## Deputy Head of School

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form. If you are selected for an interview, you may also be asked to undertake practical tests to cover the skills and abilities shown below.

	Essential (E) Desirable (D)	Tested By
<b>Experience &amp; Qualifications</b>		
Qualified teacher	E	A
Experience in a similar role	D	A, I
<b>Skills &amp; Knowledge</b>		
Good or better teaching practice	E	A, I

<b>Personal Qualities</b>		
Ability and energy to lead and motivate others	E	A, I
A vision to combine creativity with the basic skills of learning	E	A, I
High expectations and outstanding classroom practice	E	A, I
Expertise in the leading role of curriculum development, assessment, monitoring standards and behaviour management	E	A, I
Enthusiasm to work with a highly motivated team	E	A, I
Commitment to and promotion of, safeguarding and welfare for all children, in line with the Trust ethos and values	E	A, I
Understand the need for confidentiality when required	E	A, I
Patience, co-operation, problem solving approach, adaptable and a caring nature	E	A, I
Understanding your roles and responsibilities as part of the wider contribution you make to pupils' learning	E	A, I
Empathy with the school ethos and values and able to role model these	E	A, I
<b>Additional work elements</b>		
Disclosure & Barring Service	Job holders will be required to undergo a DBS clearance, medical clearance, provide two successful references and original evidence of qualifications along with proof of the right to work in the UK	
Teaching	All teaching roles are to work in line with the teaching standards and school teachers pay and conditions.	

**A** – Application Form, **C** – Certificates, **I** – Interview, **T** - Task