

Job Description

Post:	Deputy Head of school
Pay Range:	L11 – L15
Responsible to:	Head of school

Core Purpose:

The core purpose of this role is to provide professional leadership and management to promote a secure foundation from which to achieve high standards in all areas of the school's work, working closely with and deputising as necessary for the head of school.

To achieve success, the deputy head of school will:

- Work collaboratively with the head of school, SLT and other relevant personnel both within the school and across The Compass Partnership of Schools.
- Provide excellent leadership and clear direction at all times reinforcing the Trust's and school's vision and being an exemplar of its values.
- Follow and aim to meet the highest standards of leadership aspirations and dispositions as laid out by the Trust.
- Together with the head of school, ensure that all safeguarding measures are in place. Hold the role of Deputy Designated Safeguarding Lead.
- Effectively manage and improve learning, teaching and assessment in school, taking a lead for assessment and the oversight and management of statutory tests.
- Promote excellence, equality and equity and set high expectations of all pupils and staff in line with Trust expectations.
- Ensure that resources, physical and human, are deployed effectively to achieve school aims and targets.
- Performance manage and appraise staff according to the agreed school structure.
- With the head of school, evaluate school performance and identify priorities for continuous improvement, producing reports as directed for the head of school, governors or other audiences as required.
- In conjunction with, and as delegated by the head of school, carry out day-to-day management, organisation and administration of the school.
- With the head of school, secure the commitment of the wider community and other stakeholders by engaging them and strengthening relationships.
- Create a safe and productive learning environment that is engaging and fulfilling for all pupils in line with the expectations of the Trust.
- Plan, teach and assess lessons or sessions as required (regularly or ad hoc as agreed) in order to meet the school's educational aims and goals.

Key responsibilities:

Strategic direction and shaping the future

- Work within the school community to translate the school's vision into agreed objectives that promote and sustain school improvement including contributing towards school improvement planning and specific plans as required.
- Support Trust-based initiatives, taking a lead on strategic projects as requested.
- Proactively motivate and work with others to build cultural and social capital amongst the whole school community resulting in a shared culture and highly positive environment that ensures the delivery of innovative, relevant educational provision that meets the needs of all pupils.
- Ensure that strategic planning takes account of the diversity, values and experience of the school and the community.

Leading learning and teaching

- Maintain a consistent and continuous focus on pupils' achievement and attainment across the curriculum, making sure that assessment for learning is highly effective throughout the school and that all teachers use data – qualitative and quantitative, agreed best pedagogical practice and CPD to bring about further improvements in achievement and personal development.
- Create and establish a culture and ethos of challenge, inclusion and support where all pupils (and especially those in disadvantaged groups) can achieve success and be fully engaged and resilient in their learning through positive learning behaviours.
- Promote strategies that maintain high standards of safety, behaviour and attendance.
- Proactively support the ongoing review and development of an ambitious curriculum to ensure that every pupil is given the very best provision in all aspects.
- Monitor, evaluate and review classroom practice and promote improvement strategies.
- Provide support for teaching classes and groups as necessary.

Managing the organisation

- With the support of the head of school, produce and implement clear, evidence-based action planning and policies for the development of the areas of delegated responsibility.
- Ensure that policies and practices take account of national and local circumstances, policies and initiatives.
- Assist with the recruitment and deployment of staff appropriately and assist in managing their workload to achieve the school's vision and goals linked to the School's Development Plan.
- Implement effective performance management processes with agreed staff, mentoring and coaching staff as required.
- Ensure that CPD is planned and agreed in line with school development priorities, agreed local budget and professional needs.
- Manage the school environment efficiently and effectively to ensure that it provides a high quality environment that supports the curriculum and high pupil outcomes in line with agreed expectations.
- Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money.

Developing self and working with others

- Regularly review own practice and take responsibility for own personal professional development.
- Execute agreed strategies and procedures for staff induction, professional development and performance reviews.
- Treat people equitably and with dignity and respect to create and maintain a positive school culture in line with the school's/Trust's ethos and values. Support staff wellbeing including positive mental health, signposting where necessary.
- Acknowledge own responsibilities and celebrate achievements of teams and individuals to ensure a positive successful culture across the whole school.
- Support the head of school in building a collaborative learning culture within the school and actively engage with other schools/stakeholders to build effective learning communities as appropriate.
- Manage own workload and that of others to allow an appropriate work/life balance.

Securing accountability

- Fulfil commitments of contractual accountability to the Trust Board, Local School Committee and the head of school.
- Work with the Senior Leadership Team, providing information, objective advice and support, to enable it to meet its responsibilities.
- Support the ongoing development of the school's ethos that enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Ensure individual staff accountabilities are clearly defined, understood, agreed, and subject to rigorous performance review.
- Where delegated by the head of school, develop and present a coherent and accurate account of the school's performance to a range of audiences, including governors, parents and carers.

Strengthening community

- Support the development of a curriculum which takes into account the richness and diversity of the school's communities.
- Collaborate with other agencies to promote the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
- In conjunction with the head of school, create and maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development.
- In conjunction with the head of school, seek opportunities to invite parents and carers, community figures, businesses or other organisations into the school to enrich the school and its value to the wider community.
- Co-operate and work with relevant agencies to protect pupils.

Scope:

- The post-holder will be expected to work across the Trust, travelling from time to time to school sites. This job description needs to be considered in the context of a developing and evolving situation and, therefore, responsibilities described here may be adapted to meet changing needs.

Safeguarding:

- The Compass Partnership of Schools is committed to safeguarding and promoting the welfare of pupils and expects all staff and volunteers to share this commitment. All offers of employment will be subject to full safeguarding checks and an enhanced Disclosure and Barring Service (DBS) check.

Equal Opportunities:

- The Compass Partnership of Schools is an equal opportunity employer. We welcome applications from all suitable candidates, regardless of race, gender, sexual orientation, disability, age or other protected characteristics.

Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and training	<ul style="list-style-type: none"> • Qualified teacher status • Degree • Recent and relevant professional development 	<ul style="list-style-type: none"> • NPQH or NPQSL
Experience	<ul style="list-style-type: none"> • Successful track record of leadership at Deputy Head or Assistant Head level in state funded primary education in the UK • Involvement in school self-evaluation and development planning • Demonstrable experience of successful line management and staff development • Demonstrable impact on school improvement and pupil outcomes across at least two Key Stages 	<ul style="list-style-type: none"> • Evidence of successful financial and resource management
Skills and knowledge	<ul style="list-style-type: none"> • 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 	
Personal qualities	<ul style="list-style-type: none"> • 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 	