

# JOB DESCRIPTION

|                       |                    |                       |             |
|-----------------------|--------------------|-----------------------|-------------|
| <b>Job Title:</b>     | Deputy Headteacher | <b>Reporting to:</b>  | Headteacher |
| <b>Location:</b>      | City Academy       | <b>Annual salary:</b> | L17 - L21   |
| <b>Contract type:</b> | Permanent          | <b>Hours of work:</b> | Full-time   |

## Job Purpose and Responsibilities

- Provide dynamic leadership and management at Arena Academy by supporting the Headteacher and other stakeholders in delivering maximum impact on student outcomes. Promote a secure foundation from which to achieve high standards in all areas of the Academy's work. Support and contribute to a culture that promotes excellence, equity, and high expectations of all students, which we call 'DACE' (Delivering a CORE Education). Uphold and promote the CORE Values and the three drivers of 'Optimism', 'Ambition' and 'Oneness' in all that they do and expect in others.
- Contribute to all strategic actions within the Academy as directed by the Headteacher. For example: Quality of Education (including curriculum and Teaching and Learning), Behaviour & Attitudes and Personal Development.
- Work closely with the Leadership Team, taking a leading role in developing, implementing and evaluating policies and practice that contribute to the Academy's improvement.
- Play a full role in the development of the Academy's development plan and self-evaluation process.
- To take the lead on designated areas of responsibility as directed by the Head.
- Develop and oversee the Academy's quality assurance process to ensure all areas of the Academy are working effectively.
- Line-manage middle/senior leaders as determined by the headteacher.
- Lead and support all staff.
- Attend Governing Body/Trust meetings, as required.
- Demonstrate excellent and innovative pedagogical practice.
- Regularly review own practice, set personal targets and take responsibility for own personal development.
- If the Headteacher is absent, the Deputy Headteacher will deputise.
- Any other duties deemed appropriate to the grade and workload as requested by the Headteacher.

## School Culture and Behaviour

- Foster a culture that promotes a positive and enriching school experience for students, based on our CORE values.
- Encourage high standards of behaviour from students, built on high expectations and routines that are understood by all staff, students and Parents/Carers.
- Use consistent and fair approaches to leading behaviour, in line with the academy's behaviour policy.

## Teaching, Curriculum and Assessment

- Development and review of Academy's policies related to the curriculum, teaching & learning and assessment.
- Understand the most effective teaching strategies, how to select and use approaches that personalise the learning experience to provide opportunities for all learners to achieve their potential.
- Liaise with Middle Leaders in monitoring student achievement and attainment across the Academy.
- Provide learners, colleagues, parents and carers with timely, accurate and constructive feedback on learners' attainment, progress and areas for development in order to maximise student progress.
- Establish and sustain high-quality teaching across all subjects and phases, based on evidence.
- Ensure the teaching of a broad, balanced, structured and coherent curriculum.

## Additional and Special Educational Needs (SEN) and Disabilities

- Promote a culture and practice that enables all students to access the curriculum.
- Have ambitious expectations for all students with SEN and disabilities.
- Ensure the academy works with Parents, Carers and professionals to identify additional needs and provide support and adaptation where appropriate.

## Organisational Management and School Improvement

- Establish and sustain the academy's ethos and strategic direction.
- Establish and oversee systems, processes and policies so that the school can operate effectively.
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the academy's context.

## Professional Development

- Lead and monitor the professional development of staff in the Academy.
- 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.
- Support the Academy's performance management procedures.

## Professional Development

- Strong and effective leader with exceptional communication skills.
- Resilience, rigour and energy through dynamic leadership and management, with a relentless determination to succeed for the benefit of the children at our Academy.
- The ability to gain and command credibility and respect from members of the wider Academy community.
- To be an inspiring role model to all students, staff, parents / carers and colleagues.
- To inspire a commitment to developing an inclusive ethos, educating the whole child through an enriched, diverse curriculum.
- A strong commitment to and valuing cultural diversity.
- The ability to adapt to changing circumstances and be receptive to new ideas from all sources.
- Possess drive and determination to achieve challenging professional goals.
- An overall commitment to teaching approaches, which encourages all children to give of their best irrespective of ability, gender, ethnic or social background.

The above is not exhaustive and may be amended commensurate with the post holder's salary and grade as required by the Headteacher.

## Special Conditions of Employment Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions, cautions, and reprimands being considered. Any arrests, convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Headteacher by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with CORE Education Trust Disciplinary Procedure.

## Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in CORE Education Trust Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

## Equality and Diversity

CORE Education Trust is committed to equality and values diversity. As such, it is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. This Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they encounter with dignity and respect and are entitled to expect this in return.

## Training and Development

The Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

## Mobility

The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust they may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Amendments will be made in consultation with any existing jobholder and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

**CORE Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS (Disclosure and Barring Services) Check is required for all successful applicants.**

|                                     |  |
|-------------------------------------|--|
| <b>Job Description Reviewed on:</b> |  |
| <b>Job Description Reviewed by:</b> |  |