



**SOUTH WEST ESSEX**  
COMMUNITY EDUCATION TRUST

# Job Description

## Deputy Headteacher





**JOB TITLE:** Deputy Headteacher

**REPORTS TO:** Headteacher

**GRADE / RANGE:** Leadership (20-24)

## **JOB PURPOSE**

To be centrally involved in the overall leadership and management of the school and will help to establish a school culture that is both positive and rigorous, and assist the Headteacher in the day to day management, organisation and administration of the school.

To deputise for the Headteacher in their absence and at other appropriate times by undertaking the duties demanded in the Headteacher's Job Description. To support the Headteacher in providing vision, leadership and direction, ensuring that the school is led and managed to meet its aims. With the Headteacher, secure the commitment of the wider community by developing and maintaining effective partnerships in order to raise standards locally and to help the Headteacher to draw on the school community to create and maintain a productive learning environment which is engaging and fulfilling for all learners.

To lead on the professional development and training of all teachers and to support and work in partnership with the Trust to assist in staff deployment and curriculum development. The Deputy Headteacher will take a lead role in evaluating the school's performance, identifying priorities for improvement and raising standards and be accountable for the strategic leadership and management of Teaching and Learning and continuing professional development.

Alongside the Headteacher, to ensure the safeguarding of all pupils, and that the safety and wellbeing of pupils and staff is promoted and maintained at all times.

## **KEY CORPORATE ACCOUNTABILITIES**

- Commitment to the Trust and school's vision and values;
- To maintain awareness of and commitment to the Trust's Equality, Diversity and Inclusion in Employment Policy in relation to both, employment and service delivery and to observe of conduct which prevents discrimination taking place;
- To comply with all Trust policies and procedures including the Code of Conduct, Safeguarding Policy and E-Safety Policy;
- Undertake safeguarding training at least annually, with further updates as required;
- To fully comply with the Health and Safety at Work Act 1974, the Trust's Health and Safety Policy and all locally agreed safe methods of work;
- To work with colleagues to achieve service plan objectives and targets;
- To participate in the Performance Management Procedure and contribute to the identification of team development needs; and
- At the discretion of the Headteacher, such other activities as may from time-to-time be agreed and are consistent with the nature of the job description herein.

## **PRINCIPAL ACCOUNTABILITIES**

### **School Development, work with the Headteacher:**

- To ensure that the vision for the school is clearly articulated, shared, understood and acted upon by all.
- To demonstrate the vision, values, standards and expectations in everyday work and practice.



- To motivate and work with others to help maintain a shared culture and positive climate.
- To ensure creativity, innovation and the use of appropriate new technologies to achieve excellence.
- Take a lead role in the self-evaluation and school improvement planning processes.

#### **Leading Learning and Teaching, with the Headteacher:**

- To be a role model for outstanding teaching and support in the coaching and mentoring of others.
- Establish creative, responsive and effective approaches to learning and teaching.
- Ensure that learning is at the centre of strategic planning and resource management.
- Ensure a culture and ethos of challenge and support where all pupils can achieve success and are fully engaged in their learning.
- Ensure a consistent and continuous school-wide focus on pupil achievement, using data and benchmarks to monitor progress in every child's learning.
- Support and uphold the strategies which maintain high standards of behaviour and attendance.

#### **Managing the Organisation, with the Headteacher:**

- Help to manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
- Assist in the recruitment, retention and deployment of staff and help them to manage their work load to achieve the vision and goals of the school.

#### **Securing Accountability, with the Headteacher:**

- Lead, develop and enhance the teaching practice of others across the school by monitoring evaluating, supporting, guiding and setting targets.
- As directed, challenge underperformance at all levels, ensuring effective corrective action and follow-up is put in place and has an impact on improvement.
- Help to support a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- As directed, present a coherent, understandable and accurate account of the school's performance to a range of audiences including parents and carers.

#### **Strengthening Community, with the Headteacher:**

- Collaborate with other agencies in providing for the academic, spiritual, moral, social emotional and cultural well-being of pupils and their families.
- Create and maintain an effective partnership with parents and carers to support and improve pupil's achievement and personal development.
- Contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- Co-operate and work with relevant agencies to protect children.

#### **Continuing Professional Development:**

- Enable all staff to carry out their roles to the very best of their abilities through support and by leading or facilitating high quality professional development opportunities tailored to the needs of the staff.
- Source varied personalised CPD opportunities for staff for example, high quality training, shadowing in other schools.
- Provide coaching, to support teachers and help them to evaluate the impact of their teaching on raising pupils' achievement.
- Monitor teaching and provide clear feedback, good support and sound advice to others.



The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time-to-time. Any such duties should not, however, substantially change the general character of the post.

***This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

I confirm that I have read and understood, and that I accept, the above job description:

Signature: ..... Date: ..... Name in full: .....

**Deputy Headteacher**

**Person Specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications and Professional Development</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Evidence of Continuing Professional Development relating to school leadership/curriculum development</li> <li>• Experience of designing, leading and managing professional development programmes</li> </ul>	<ul style="list-style-type: none"> <li>• NPQH or further professional qualification</li> <li>• Strong knowledge of current educational landscape</li> <li>• Experience of partnership working</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Successful leadership experience to at least Deputy/Assistant Head level</li> <li>• Successful teaching experience within the EYFS/Primary/secondary age range</li> </ul>	<ul style="list-style-type: none"> <li>• Advanced Skills/Leading Practitioner status</li> </ul>
<b>Strategic Leadership</b>	<ul style="list-style-type: none"> <li>• Ability to provide clear educational vision and direction</li> <li>• Ability to inspire and motivate all stakeholders</li> <li>• Evidence of developing effective strategies for school improvement</li> <li>• High level of involvement with school improvement planning</li> <li>• High level involvement in monitoring and evaluation procedures leading to clear impact</li> <li>• Ability to work in partnership with senior leaders and trustees</li> <li>• Ability to set challenging targets for children and staff</li> <li>• Ability to analyse and use pupil data on attainment and progress to raise standards</li> <li>• Secure knowledge of the current Ofsted Framework</li> <li>• Understand the principles of effective teaching and learning</li> </ul>	<ul style="list-style-type: none"> <li>• Strategic Leadership experience across EYFS, KS1 and KS2</li> <li>• Use of assessment data management systems to improve standards</li> </ul>
<b>Leading Teaching and Learning</b>	<ul style="list-style-type: none"> <li>• Successful experience of monitoring, evaluating and improving the quality of teaching and learning</li> <li>• Understanding the role and impact of assessment in children's learning</li> <li>• Secure knowledge of statutory requirements relating to curriculum and assessment</li> <li>• Experience of leading curriculum innovation</li> <li>• Successful experience of developing effective learning behaviours</li> </ul>	<ul style="list-style-type: none"> <li>• Successful experience of integrating British values into school life</li> </ul>

<p><b>Leading and Managing Staff</b></p>	<ul style="list-style-type: none"> <li>• Ability to lead, manage and motivate across the school community</li> <li>• Ability to establish positive working relationships</li> <li>• Ability to plan, allocate, delegate, support and evaluate work undertaken by individuals and teams</li> <li>• Successful experience of identifying the need for, and leading, in-service training</li> <li>• Significant experience of taking a lead role in performance management of staff including leading lesson observations</li> <li>• Experience of dealing with staff when performance gives cause for concern</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with trustees (or governors)</li> </ul>
<p><b>Managing Resources</b></p>	<ul style="list-style-type: none"> <li>• Successful experience of managing budgets</li> <li>• Ability to manage, monitor and review available resources, ensuring value for money</li> </ul>	<ul style="list-style-type: none"> <li>• Budgetary management at whole school level</li> <li>• Experience of recruiting and deploying staff</li> </ul>
<p><b>Personal Skills and Qualities</b></p>	<ul style="list-style-type: none"> <li>• Strong commitment to raising standards</li> <li>• High expectations of self and others</li> <li>• Ability to establish and maintain positive relationships, including with parents</li> <li>• Ability to remain positive and enthusiastic, including when under pressure</li> <li>• Good communication skills</li> <li>• Empathy with children</li> </ul>	<ul style="list-style-type: none"> <li>• Effective computing skills for both teaching and management</li> </ul>
<p><b>General</b></p>	<ul style="list-style-type: none"> <li>• Awareness of and commitment to equality and how equalities and inclusion policies are implemented in schools</li> <li>• Knowledge about the importance of health and safety and the role of the individual in promoting and safeguarding the welfare of the pupil</li> <li>• Good understanding of and commitment to child protection procedures</li> <li>• Understand procedures and legislation relating to confidentiality</li> <li>• Be prepared to develop and learn in the role</li> </ul>	