



**THE WHITE HILLS
PARK TRUST**

Job Description

Role	Deputy Head teacher
Grade and Range:	Leadership Pay Range L7-L11
Department:	Leadership
Accountable to:	Head Teacher


Position Overview

The role of the Deputy Head Teacher is integral to the leadership and management of the school. They will be the 'critical friend' of the Head Teacher 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 Head Teacher. In addition, the Deputy Head Teacher will be expected to assist the Head Teacher 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 Head Teacher 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 Head Teacher.
- Assisting the Head Teacher 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.

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- 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 White Hills Park 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 Head Teacher is absent from the school, a Deputy Head Teacher must undertake their professional duties as set out in School Teachers' Pay and Conditions Document, as directed by White Hills Park 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 Head Teacher.
- Deputise for the Head Teacher and when required act up in the absence of the Head Teacher.
- 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

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- 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 Head Teacher.
- 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 White Hills Park Trust, Head Teacher, 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 Head Teacher 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 Head Teacher.
- Work with the Head Teacher 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.

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- 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 White Hills Park Trust, modelling the Trust values and behaviours.

General Duties

- Be a positive influence on the climate and culture of the White Hills Park Trust 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 White Hills Park Trust 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.

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- 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.

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