

**Job Description**

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| POST GRADE | L15 - L19  |

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| **POST TITLE** | **Deputy Headteacher**  |

**This job description contains the generic aspects of a Deputy Headteacher role.**

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| TEAM ROLE | The Deputy Headteacher is a key member of the Senior Leadership Team who works in partnership with other colleagues to inspire and lead; provides strategic direction and is able to implement and evaluate initiatives. We aim to providing a safe and stimulating learning environment for young people, so we can achieve the school’s aims |

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| RESPONSIBILITIES | The Deputy Headteacher will carry out the duties assigned to him/her by the Headteacher. The Deputy Headteacher will play a major role in :* Formulating the aims and objectives of the school
* Establishing the policies through which they shall be achieved
* Managing staff and resources through which they shall be achieved
* Monitoring progress towards their achievement
* Working corporately as a member of the Senior Leadership Team and driving whole school improvement
* Providing effective support to the Headteacher for the smooth day to day running of the school and take responsibility for running the school in the Headteacher’s absence
* Supporting the Headteacher in working with the school’s Governing Body
* Maintaining excellent links with the local community (parents/carers, businesses, and feeder schools)
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| TASKS  | To play a leading role, along with other members of the Senior Leadership Team, in leading, monitoring and evaluating the quality of the education provided by the schoolTo attend Governing Body meetings when neededTo support Team Leaders/HALs/AHTs to plan for and carry out school improvement, offering support and challenge in the processTo contribute to teaching in a subject departmentTo attend and contribute actively to all school meetings, evenings, and events To encourage, acknowledge and promote participation in extra -curricular activitiesTo promote ‘excellence’ in all aspects of his/her work and that of other staff and our students  |

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| **ADDITIONAL DUTIES****Will be confirmed on appointment** | The post holder would be responsible for a range of key areas agreed following interview. A skill set around ICT, timetabling, and use of data would be of an advantage to PCHS. |

**Person Specification Deputy Headteacher**

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|  | **Essential**  | **Desirable**  |
| Qualifications | Degree and Qualified Teachers StatusEvidence of further professional development (qualifications e.g. MPQML,NPQH, MEd etc. ) | Further qualification completed, or started |
| Previous Experience | Be a highly successful teacherHave recent experience of successful leadership, and an excellent track record in senior leadership Have an appropriate record of professional developmentLead on a range of whole school initiatives | Have worked in more than one school in the secondary sector |
| Knowledge Understanding and Skills | Excellent understanding of national developments in educationBe a skilled and effective user of ICTBe a creative thinker and problem solver Excellent working knowledge of school life |  |
| Personal Qualities | Have a passionate belief the ability of **all** students to succeedBe able to work effectively in a teamBe able to lead teams successfullyBe self motivated and tirelessly resilientBe able to analyse, evaluate, write reports and present to parents, staff, students and colleaguesBe determined and able to focus on long term goals while tackling short term goalsBe resilient to the demands of school lifeRelate well to students from all backgrounds, staff, parents, Governors, Hold staff (teaching and non teaching) to accountBoth support and challenge colleagues from a foundation of positive and respectful relationshipsBe calm under pressure and have a sense of humour (!) | Have a personal ambition beyond this post. e.g. eventually for Headship  |