

**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 school  To attend Governing Body meetings when needed  To support Team Leaders/HALs/AHTs to plan for and carry out school improvement, offering support and challenge in the process  To contribute to teaching in a subject department  To attend and contribute actively to all school meetings, evenings, and events  To encourage, acknowledge and promote participation in extra -curricular activities  To 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 Status  Evidence of further professional development (qualifications e.g. MPQML,NPQH, MEd etc. ) | Further qualification completed, or started |
| Previous Experience | Be a highly successful teacher  Have recent experience of successful leadership, and an excellent track record in senior leadership  Have an appropriate record of professional development  Lead 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 education  Be a skilled and effective user of ICT  Be a creative thinker and problem solver  Excellent working knowledge of school life |  |
| Personal Qualities | Have a passionate belief the ability of **all** students to succeed  Be able to work effectively in a team  Be able to lead teams successfully  Be self motivated and tirelessly resilient  Be able to analyse, evaluate, write reports and present to parents, staff, students and colleagues  Be determined and able to focus on long term goals while tackling short term goals  Be resilient to the demands of school life  Relate well to students from all backgrounds, staff, parents, Governors,  Hold staff (teaching and non teaching) to account  Both support and challenge colleagues from a foundation of positive and respectful relationships  Be calm under pressure and have a sense of humour (!) | Have a personal ambition beyond this post. e.g. eventually for Headship |