



## Role Description - Deputy Headteacher (Quality of Education)

### Purpose

- To provide proactive support to the Headteacher in realising the shared vision for the college.
- To be a highly visible, professional and proactive member of the senior leadership team.
- To deputise for and fulfil the professional qualities and responsibilities of the Headteacher in their absence, as set out in the School Teachers Pay and Conditions Document

Under the direction of the Headteacher, take a major role in:

- Formulating the aims and objectives of the college
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards the achievement of the college's aims and objectives

### Main Duties and Responsibilities

1. To lead and have strategic oversight of those responsible for the college's quality of education, including:
  - Ensuring an appropriately broad and balanced curriculum offer is in place which is inclusive and meets the needs of all of our students at each key stage then, working with the Headteacher, Director of Support Services and other members of the Leadership Team, ensuring that it is appropriately resourced in terms of both staffing and curriculum time.
  - Leading, monitoring and evaluating the work of Curriculum Leaders in the design and implementation of their curriculum, and in their use of assessment, reporting and recording to raise standards of achievement.
  - Ensuring the effective implementation of the curriculum within each subject, with the highest possible standards of teaching and an environment which is conducive to outstanding learning for all students.
  - Ensuring ambitious standards of achievement for all students, including those who are disadvantaged or have additional needs, and instilling a strong sense of accountability in staff for the impact of their work on students' outcomes.
  - Leading on the effective, shrewd, and strategic use of assessment data at all key stages.
  - Developing and supporting staff to plan, implement and evaluate effective intervention strategies to ensure all groups of students, including those who are disadvantaged or have additional needs, make strong progress from their starting points and achieve well.
  - Ensuring a strong and rigorous cycle of quality assurance is in place to support a culture of continuous improvement.
  - Ensuring that the use of evidence and research, including that around effective implementation, is and remains central to college improvement planning.
  - Alongside the Deputy Headteacher (Pastoral), formulating, monitoring and evaluating the college's Pupil Premium and Recovery Premium Strategy.
2. To undertake the generic duties of a Deputy Headteacher, including
  - Work in a mutually supportive partnership with the Deputy Headteacher (Pastoral) and other members of the Senior Leadership Team in order to support the achievement of all the college's improvement priorities and activities.
  - Taking responsibility with the Headteacher and Deputy Headteacher (Pastoral) for the discipline, general behaviour and welfare of students.
  - Assisting in the supervision and welfare of staff and students.
  - By example, providing an outstanding professional model as a classroom practitioner.



- Developing initiatives and generating enthusiasm amongst the staff in order to promote teamwork and a sense of purpose and job satisfaction
  - Performing such day-to-day managerial duties as may be required, for example, duty rotas, timetables, staff diary, staff notice board, bulletins, etc.
  - Taking a significant role in the leadership of the appraisal process
  - Supporting the Headteacher in promoting good relationships with all stakeholders, including parents, governors, staff, external agencies and the wider community, and always presenting a positive image of the college.
  - Implementing college policies and procedures.
  - Ensuring that there is no discrimination of any groups with protected characteristics in any aspect of college life.
  - Working in co-operation with other members of the leadership team and wider staff body as required, including directing and supervising their work, overseeing and offering guidance where appropriate.
3. To support the Headteacher in providing strategic direction and modelling effective leadership, including:
- Fulfilling the college's agreed core purpose in everyday work and practice, ensuring that the values are upheld and practised by all staff and students
  - Leading by example; holding and articulating clear values and moral purpose and focusing on providing excellent education for all students
  - Ensuring that the college's systems, organisation and processes are well considered, efficient and fit for purpose
  - Creating development plans which contribute positively to the achievement of the college development plan and which actively involve all staff in their design and execution.
  - Demonstrating and articulating high expectations and setting challenging targets for the whole student body.
  - Holding all staff to account for their professional conduct and practice.
  - Undertaking coaching and mentoring of other staff.
  - Planning, organising and leading staff meetings, where appropriate bringing in outside speakers.
  - Keeping abreast of the latest developments in their areas of responsibility and disseminating effectively to other members of staff.
  - Planning, delegating and evaluating work carried out by team(s) and individuals.
  - Supporting the development of an organisational structure that reflects the college's values and enables the management systems, structures and processes to work effectively in line with legal requirements.
  - Creating, maintaining and enhancing effective relationships both within the college and with external organisations and individuals.
  - Recruiting and selecting teaching and support staff as required.
3. To support with accountability through:
- Working with the Headteacher and Deputy Headteacher (Pastoral) to ensure the college's accountability to a wide range of groups, particularly parents, carers, governors and the Department for Education.
  - Ensuring that students enjoy and benefit from a high quality education, promoting collective responsibility within the whole college community, developing a college ethos which enables everyone to work collaboratively, sharing knowledge and understanding, celebrating success and accepting responsibility for outcomes
  - Working with the governing body (providing information, objective advice and support) to enable it to meet its responsibilities
  - Developing and presenting a coherent, understandable and accurate account of the college's performance to a range of audiences including governors, parents and carers.
  - Reflecting on personal contribution to college achievements and taking account of feedback from others.



4. Direct line management of:
  - Assistant Headteacher (Teaching & Learning)
  - Assistant Headteacher (Options and Post 16)
  - Associate Assistant Headteacher (Professional Development)
  - Data Manager
  - Annually assigned link department/areas
  
5. Other professional requirements, including:
  - Having a working knowledge of teachers' professional duties and legal liabilities.
  - Operating at all times within the stated policies and practices of the college.
  - Knowing subject(s) or specialism(s) to enable effective teaching.
  - Taking account of wider curriculum developments.
  - Establishing effective working relationships and setting a good example through their presentation and personal and professional conduct.
  - Endeavouring to give every child the opportunity to reach their potential and meet high expectations
  - Co-operating with other staff to ensure a sharing and effective usage of resources to the benefit of the college, department and students.
  - Contributing to the corporate life of the college through effective participation in meetings and management systems necessary to coordinate the management of the college.
  - Taking part in marketing and liaison activities such as open evenings, parents evenings, review days and events with partner schools.
  - Taking responsibility for own professional development and duties in relation to college policies and practices.
  - Liaise effectively with parents and governors.
  
6. Undertake any other duty as specified in the STPCD not mentioned in the above.

**Responsible to:** Headteacher



## Person Specification – Deputy Headteacher

| Criteria                  | Essential   | Desirable   | Evidence   |
|---------------------------|---|---|--|
| <b>Qualifications</b>     | <ul style="list-style-type: none"> <li>● Degree</li> <li>● Teaching qualification (QTS or equivalent)</li> </ul>  | <ul style="list-style-type: none"> <li>● Further relevant qualification in a relevant field e.g. MA, NPQSL, etc</li> </ul>  | <ul style="list-style-type: none"> <li>● Application form</li> <li>● Certificates</li> </ul>   |
| <b>Experience</b>         | <ul style="list-style-type: none"> <li>● Substantial and successful experience of senior leadership in the secondary sector</li> <li>● Strong track record in the classroom - a consistently good teacher with consistently good outcomes for students.</li> <li>● Proven evidence of raising standards of teaching and learning and student outcomes</li> <li>● Proven experience of having a positive impact upon whole school student outcomes</li> <li>● Experience of successfully leading and developing a team</li> <li>● Experience of leading whole school staff development and training.</li> <li>● Experience of working with stakeholders, outside agencies, other schools and institutions.</li> <li>● An up to date knowledge of child protection procedures and a commitment to safeguarding children.</li> <li>● Experience of working with school governors.</li> </ul> | <ul style="list-style-type: none"> <li>● Experience in at least two schools</li> <li>● 6<sup>th</sup> form experience</li> <li>● Experience in the development of rigorous monitoring and self-evaluation systems.</li> </ul> | <ul style="list-style-type: none"> <li>● Application form</li> <li>● Letter of application</li> <li>● Selection process</li> <li>● References</li> </ul> |
| <b>Shaping the Future</b> | <ul style="list-style-type: none"> <li>● Sound knowledge of current and future educational developments, including evidence-based practice</li> <li>● Experience of successfully leading change and inspiring others</li> <li>● Evidence of leading strategic developments with successful implementation</li> <li>● An understanding of, a commitment to, and an empathy with young people that guides them toward academic, spiritual, moral, cultural and social development</li> </ul>  | <ul style="list-style-type: none"> <li>● High profile in school and community</li> <li>● Experience of Ofsted inspections</li> </ul>  | <ul style="list-style-type: none"> <li>● Letter of application</li> <li>● Selection process</li> <li>● References</li> </ul>                             |



| Criteria                                       | Essential   | Desirable | Evidence   |
|--|---|-----------|--|
| <b>Leading Learning &amp; Teaching</b>         | <ul style="list-style-type: none"> <li>● Ability to inspire, demonstrate and support the highest of expectations for all</li> <li>● Commitment to include and make a difference for every child</li> <li>● The ability to comprehensively interrogate and interpret data to monitor progress in student's learning and determine appropriate support/intervention as appropriate</li> <li>● Ability to assess problems and instigate solutions</li> <li>● Ability to secure the ongoing improvement of outcomes</li> </ul>  |           | <ul style="list-style-type: none"> <li>● Letter of application</li> <li>● Selection process</li> <li>● References</li> </ul> |
| <b>Developing Self and Working with Others</b> | <ul style="list-style-type: none"> <li>● Able to communicate very effectively – verbal, written, use of ICT, public speaking, good communication with parents, students, governors, staff and external agencies.</li> <li>● Good listening skills.</li> <li>● Ability to lead teams - to inspire, motivate and empower others, driving initiatives and managing change effectively.</li> <li>● Ability to direct and co-ordinate the work of others, effectively devolving responsibilities and delegating tasks</li> <li>● Commitment to the encouragement, empowerment and training of staff</li> <li>● Ability to set appropriate and challenging targets and manage performance of others.</li> <li>● Commitment to own self-development</li> <li>● Able to work under pressure – prioritise, organise, meet deadlines and targets</li> </ul> |           | <ul style="list-style-type: none"> <li>● Letter of application</li> <li>● Selection process</li> <li>● References</li> </ul> |