



Job Description

Job Title:	Deputy Headteacher		
Location:	Benfield School		
Salary Range:	L19 - L23		
Date:	February 2025	Status:	Final
Responsible to:	Headteacher		
Responsible for:	Assistant Headteacher(s) or Directors of Learning as allocated		
Job purpose:	Ensuring a high quality of strategic leadership in the development, implementation and evaluation of strategies of school improvement and excellence within the context of the trust's shared vision and principles. Key accountabilities and school development priorities as allocated.		

The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

General

1. To carry out the professional duties of Deputy Head Teacher as set out in the School Teachers' Pay and Conditions Document including deputising for the Headteacher in their absence.
2. As a member of Benfield's Senior Leadership Team, to ensure the effective day-to-day management of the school and lead, motivate and inspire students, staff, parents and the wider community.

Educational Leadership and Management

3. Make a significant contribution to the school's self-evaluation and the development, implementation and evaluation of appropriate school improvement strategies and plans for the academy by working collaboratively with the Headteacher the Senior Leadership Team, Local Governors, the Trust's School Improvement Executive Team and the Chief Executive Officer.
4. Strategic leadership of the intent, implementation and impact of school strategies, which meet the needs of all learners within the context of the Trust's shared vision and principles and reach secure, successful outcomes.

5. Provide professional Leadership of school's inclusion systems and practices and ensure ambitious pupil outcomes for the Quality of Education, Behaviour and Attitudes, Personal Development and Leadership and Management are achieved.
6. Lead where required and support other Leaders in the planning, implementation and evaluation of processes for admission and transition throughout the school.
7. Lead where required and support other Senior Leaders to ensure the effective delivery of strategies and plans for SEND pupils.
8. Lead where required and support other Senior Leaders in the development, implementation and forecast impact of an ever improving broad and balanced curriculum to include the characteristics of the NEAT learner and ensure that all pupils are well prepared for their post-16 pathway.
9. Line manage Assistant Headteachers, Directors of Learning or middle leaders.

Strategic leadership and management

As a member of the School's Senior Leadership Team and as a Senior Leader within the Trust:

10. Work with all stakeholders to embed our strategic Trust vision for Benfield School, alongside a positive school ethos, climate and culture.
11. Lead and manage the school in partnership with colleagues, Local Governors and the Trust.
12. Develop, plan and deliver short-term and medium-term objectives for the school within the context of the Trust's vision, strategic plan and the school's development plan.
13. Develop, review and evaluate the impact of school-wide policies and ensure these translate into effective practice.
14. Promote and develop the values of NEAT within the school.
15. Contribute professionally to the broader NEAT agenda including the development, delivery and evaluation of Trust-wide priorities and plans and working collaboratively with other academies and schools.
16. Provide professional oversight of learning support throughout the school, ensuring that statutory, school and pupil's needs are met efficiently.
17. As and when necessary, act as the Designated Safeguarding Lead to take the strategic lead for safeguarding.

Curriculum and resource management

To contribute to the key priorities listed below, but taking the strategic lead on one or more area, as directed by the Headteacher depending on the needs of the school:

18. Contribute to the personal development curriculum offer from Key Stage 3 to Key Stage 4, ensuring that character education, PSHCE, RSE, Citizenship and extra-curricular activities meet the needs of all pupils and ensure positive outcomes.
19. Enable a high quality of education to be achieved by contributing to the development, implementation and evaluation of:
 - a whole school curriculum from Key Stage 3 to Key Stage 4; and
 - whole school teaching, learning and assessment which meet the needs of all learners within the context of the trust's shared vision and principles.
20. Contribute to the development, implementation and evaluation of strategies of Behaviour for Learning, attendance and pastoral care and welfare, including safeguarding which meet the needs of all learners within the context of the trust's shared vision and principles.

People Leadership and management

21. Develop and maintain a culture of working together and collective responsibility to achieve high standards throughout the School and the Trust.
22. Manage the performance of colleagues who directly report to this post and ensure that staff receive appropriate recognition, support, development and challenge to achieve those high standards and expectations.
23. Promote a culture of reflective practice and continuous professional development that enables all staff to achieve their full potential. Contribute to and participate in shared CPD arrangements across NEAT, e.g. NEAT ELE programme.
24. Support the development of capacity and skills within the school's middle leadership team.

Parental, community and sector engagement

As a member of the school's Senior Leadership Team:

25. Develop strong and effective partnerships with parents and carers.
26. Create proactive links with the community.
27. Take an active role in developing networks across the education sector including other secondary schools and multi academy trusts.

Trust Responsibilities

28. Work to fulfil the vision and values of the Trust.
29. Assist in maintaining a healthy, safe and secure environment and act in accordance with the Trust's health and safety policies and the school's/central team's health and safety procedures.
30. Promote and implement the Trust's equality and diversity policy in all aspects of employment and service delivery.
31. Promote and safeguard the welfare of children and young people s/he is responsible for, or comes into contact with, in accordance with the trust's safeguarding policy and school's child protection policies and protocols.
32. Assist in ensuring the Trust's responsibilities to protect personal data and to share information as a public authority are implemented effectively.
33. Participate in appraisal, training and development and other activities that contribute to performance management.
34. Attend and participate in regular team and 1:1 meetings.