

JOB DESCRIPTION

DEPUTY HEADTEACHER

Reporting to:	Headteacher
Location:	Chilwell Croft Academy
Grade/salary:	Leadership Scale Level (L9 – L13) £51,402 - £56,721 pa salary range
Pay progression:	Incremental progression within the grade will be subject to professional criteria-based performance assessment

Job Purpose

The Deputy Headteacher will be responsible for working in partnership with the Headteacher, in all areas of school leadership and management. The Deputy will demonstrate high levels of personal integrity, strong moral purpose, emotional resilience, ability to hold to account, personal drive, enthusiasm towards learning, discretion and professionalism and publicly supporting all the decisions of the Headteacher and Trust Board.

Key Responsibilities

Leadership and Management

The Deputy Headteacher will undertake the following duties:-

- Work in partnership to secure the very best outcomes for all children through the effective and efficient use of resources
- Support the Headteacher and Trust Board in moving the school from 'Good' to 'Outstanding'
- Support the Headteacher and Trust Board in the strategic development of teaching and learning
- Support the Headteacher in strategically planning and implementing a robust professional development system across the whole Academy
- Strategic planning for the Academy and its community, using analytical thinking, planning for future needs within the local, national and international context
- Hold staff to account through rigorous performance management

Quality of Teaching & Learning

- Model excellence as a leading classroom practitioner, inspiring and motivating staff Work with the SLT to sustain high expectations and excellent practice in teaching and learning across the school
- Responsibility for coaching and mentoring across the Academy
- Lead, motivate, support and challenge all staff to continuously improve through professional development
- Monitor and evaluate the quality of teaching and learning

Personal Development, Behaviour and Welfare

- Absolute commitment to child protection and the well-being of children Contribute to a positive learning environment
- Support parental engagement at all levels to support outcomes for children
- Provide a range of opportunities to extend and develop pupil voice across the whole Academy
- Foster community links to raise the positive profile of the Academy

Outcomes for pupils' lead

- Data management and assessment across the Academy
- Lead SLT on tracking, monitoring and evaluation of pupil progress
- Work with the SLT to provide a stimulating and creative curriculum Contribute to the preparation, implementation and monitoring of phase improvement plans and whole school improvement plans.

Additional

- Strive for continuous improvement
- Deputies' for the Headteacher
- Undertake any other duties as requested by the Headteacher/Trust Board

General

The postholder will be subject to the School Teachers' Pay and Conditions Document and any locally conditions agreed by the Trust Board.

This Job description outlines the broad areas of responsibility and accountability for the post. It will be reviewed on an annual basis and any modifications or amendments will only be made following discussion with the Headteacher. The potholder will also be subject to the statutory professional duties and responsibilities as set out in the School Teachers' Pay and Conditions Document.

Equitas Academies Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will be subject to all pre-employment checks necessary to meet safer recruitment requirements, including a satisfactory enhanced DBS check, right to work check and references.

**PERSON SPECIFICATION
DEPUTY HEADTEACHER**

Method of Assessment (MOA)

AF - Application form	C - Certification	I - Interview	T - Test or Exercise	P - Presentation
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Criteria	Essential/Desirable (E/D)	MOA
Qualifications/Education NB: Full regard must be given to overseas qualifications	Relevant Degree (E)	AF/C
	Post - degree teacher training qualification with QTS. (E)	AF/C
Experience Relevant work and other experience	Experience as a member of a Senior Leadership Team of a school or across an Academy Trust (E).	AF/I
	Knowledge and experience of teaching all Primary Key Stages (E).	AF/I
	Evidence of middle management position(s) (E)	AF/I
	Evidence of relevant continuing professional development, including NPML, NPSL or willingness to engage in such a programme (E)	AF/I
	Experience of managing and/or co-ordinating staff (E)	AF/I/T
	Experience of managing teaching resources and budgets (E)	AF/T
	Awareness of using data to raise standards (E)	AF/I/T
	Experience of successful OFSTED inspection and its follow up (E)	AF/I
	Experience of supporting children and young people to learn, develop and progress through life stages and events (E)	AF/I/T
	Experience and involvement in and lead on elements of successful school improvement (E)	AF/I
Evidence of sustained participation in INSET, especially school management and leading INSET activities for others (E).	AF	

	Participation in work with other schools or agencies (D).	AF/C
Knowledge & Understanding	Knowledge of recent legislation. Awareness of current development in education and the implications of these (E)	AF/I
	Knowledge of how to lead curriculum development and manage innovation and change (E)	AF/I
	Knowledge and experience of how to monitor and evaluate the quality of teaching and learning (E)	AF/I
	Knowledge of how to manage health and safety policy and promote and safeguard pupil welfare (E)	AF/I
	Understand the characteristics of an effective school (E)	AF/I
	Awareness of and then successful implementation of strategies to raise pupil achievement and manage behaviour (E)	AF/I
	Knowledge of the role of the Trust Board (E)	AF/I
Skills & Ability	Ability to work as part of a cohesive and collegiate unit (E)	AF/I
	Excellent communication skills, oral, written and presentational (E)	AF/I/T
	Ability to think analytically, strategically and lead school improvement (E)	AF/I/T
	Ability to coach, mentor and support other staff to raise the standards of learning and teaching in their classrooms (E)	AF/I
	Ability to lead and manage the school team effectively and efficiently and work with other professionals and agencies (E)	AF
	Proficiency in the use of ICT and the software programmes used in schools (E)	AF
	Ability to motivate upskill and staff (E).	AF/I
	Ability to set high standards and provide a focus for improvement (E).	AF

	Ability to collect and collate information derived from lesson observations, work scrutinise, learning walks and data (E).	AF
Behaviours / Qualities	Demonstrate a warm, adaptable, approachable, calm, self-confident and self-motivated person (E).	I/T
	To demonstrate high levels of personal integrity, honesty and strong moral purpose to provide outstanding education for all (E)	I
	Flexible and adaptable with a can do attitude (E).	I
	Good judgement in knowing when to highlight/ escalate issues (E)	AF/I
	A willingness to personally embrace and celebrate the ethos and values of the Trust (E).	AF
	To proactively take the time to develop yourself and others through training, coaching, mentoring etc. (E).	I

All staff are expected to understand and be committed to equal opportunities in employment and service delivery in line with the equality act.

Reviewed by: _____

Date: _____