

**WILL ADAMS CENTRE
DEPUTY HEADTEACHER
JOB DESCRIPTION & PERSON SPECIFICATION**



JOB DESCRIPTION

Post Title:	Deputy Headteacher
Grade:	Leadership 8-12
Responsible to:	Headteacher & Management Committee
Job Purpose:	To support and assist the Headteacher in providing dynamic and professional leadership and management by sharing and modelling the school's vision, values and ethos at all times.

Strategic Responsibilities

- To further the aims of the school and support the Headteacher in ensuring the vision and ethos of the school is communicated clearly with professionalism.
- To share the school leadership's vision for Will Adams Centre and to drive progress and improvement, while promoting high expectations and rigour, in all areas of the school.
- To lead colleagues both teaching and non-teaching.
- To share with the Headteacher, a responsibility for providing quality assurance in all the school's activities.
- To work with the Headteacher to ensure that the aims, values and objectives of the school are achieved through an effective School Improvement Plan and liaising with other colleagues to produce this plan.
- To support the Headteacher in identifying school needs by a process of school self-evaluation and assist in the creation, monitoring and review of any supporting documentation.
- To attend any relevant training and development activities both within and outside of the school to support individuals in the centre.
- To ensure that all staff training opportunities are linked to the School Improvement Plan.
- To uphold Will Adams Centre principles and policies which underpin good practice and the raising of standards.
- To lead a team to maintain the UNICEF Silver Award and work towards the Gold Award.
- To lead a team to undertake the recommendations made in the IQM report to maintain the school's status as an IQM Centre of Excellence.

Operational Responsibilities

- To deputise and undertake overall responsibility for the school in the absence of the Headteacher.
- To have a teaching commitment negotiated with the Headteacher annually.
- To produce whole school data and liaise with the exams officer in producing a termly data report, analysing this performance data and effectively setting whole school targets to ensure maximum student progress.
- To lead on the whole school monitoring of teaching, learning and assessment.
- To lead on whole school student progress, ensuring protocols and procedures are in place and adhered to.
- To lead and manage the induction and support of ITT and NQT (Schools direct, assessment only) being the professional mentor for trainees
- To work in collaboration with all staff, reacting to the needs of the school, making curriculum and timetable changes, for both classes and individuals, to continue to offer a robust curriculum that meets students' needs and promotes progress.

Staffing Responsibilities

- To share with the Headteacher, the responsibility for supporting and promoting the well-being of all staff.
- To support staff working with students who have challenging behaviour.

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- To ensure that appropriate support systems are in place for NQTs and trainee teachers.
- To assist the Headteacher in the deployment of staff.

Staff Development Responsibilities

- To have responsibility, with the Headteacher, for leading and managing all staff and acting as a role model to ensure the highest standards are delivered at all times.
- To ensure opportunities for continuing professional development are in place and are linked to staff appraisals and outcomes of monitoring activities.
- To ensure that all staff training opportunities are linked to the school improvement plan.
- To work with the Headteacher to ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- To line manage pastoral managers and non-core subject teachers- to be reviewed annually.

Student Responsibilities

- To have responsibility with the Headteacher for the discipline, behaviour and welfare of all students.
- To support students by ensuring that the needs and priorities for individuals are widely disseminated.
- To organise key events in each year group in conjunction with the relevant Pastoral Manager.
- To share with the Headteacher responsibility for Child Protection and to be one of the designated safeguarding leads.
- Carry out the duties of the designated safeguarding lead in the absence of the Headteacher and to work as part of the school safeguarding team at all other times to:
 - refer cases of suspected abuse to the local authority children's social care, as required;
 - support staff who make referrals to local authority children's social care;
 - refer cases to the Channel programme where there is a radicalisation concern, as required;
 - support staff who make referrals to the Channel programme;
 - refer cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required; and
 - refer cases where a crime may have been committed to the Police as required.
 - liaise with the headteacher to inform her or him of issues, especially ongoing enquiries under section 47 of the Children Act 1989, and police investigations;
 - liaise with staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies. Act as a source of support, advice and expertise for staff.
 - to monitor CPOMS and take relevant and appropriate action

Stakeholder Responsibilities

- To share with the Headteacher, responsibility for providing guidance, advice, counselling and support to parents and carers of the school.
- To work with the Headteacher in creating and maintaining effective partnerships with secondary colleagues.
- To facilitate multi agency working in the school.
- To monitor whole school progress, leading whole school monitoring of teaching, learning and assessment, ensuring rigorous procedures are in place.
- To report key data to the Management Committee, in the form of a *Data Dashboard* three times a year, along with any other relevant performance data as requested.
- To provide Teaching & Learning reports to the Management Committee three times per year.
- As part of the SLT to rigorously monitor and review the policies of the school as per the school's policy schedule.

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In addition to the above, all staff at Will Adams Centre are expected to contribute to the overall ethos/work/aims of the school:

- Being aware of and complying with policies and procedures relating to child protection, health and safety, confidentiality and data protection, reporting any concerns to the appropriate person.
- Meeting the requirements of the Health and Safety at Work Act 1974 and Will Adams Centre's health and safety procedures.
- Being aware of and ensuring equal opportunities for all.
- Supporting the role of other professionals.
- Attending and participating in meetings as required.
- Taking responsibility for their own CPD, participating in training (both internal and external) and other learning activities and performance appraisal systems.
- Completing all associated organisation and administrative work.
- To actively promote the values of the school.
- Having an enhanced DBS check at the start of employment with regular re-checks as required by the school.

Conditions of Employment

This job description is to be performed in accordance with the provisions of the School Teachers' Pay and Conditions Document and within the range of duties set out in that document so far as relevant to the post holder's title and salary grade.

The post is otherwise subject to the Conditions of Service for School Teachers in England and Wales (The Burgundy Book) and to locally agreed conditions of employment to the extent that they are incorporated in the post holder's individual contract of employment.

The duties above are neither exclusive nor exhaustive and the post holder may be required, by the Headteacher, to carry out additional, appropriate duties within the context of the job, skills and grade. Will Adams Centre is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

PERSON SPECIFICATION

Qualifications	Assessed by
Qualified Teacher Status	Evidence of Qualification
Degree	Evidence of Qualification
Professional development in preparation for leadership role	Application, Interview, Evidence of Qualification (if applicable)
Experience	Assessed by
Successful leadership and management experience in a school	Application & Interview
Involvement in school self-evaluation and development planning	Application & Interview
Experience of successfully leading, coaching and motivating staff within a performance management framework, including professional development and effective management of underperformance.	Application & Interview
Ability to work effectively with mainstream schools and outside agencies.	Interview

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Knowledge, Skills and Abilities	Assessed by
Data analysis skills and the ability to use data to identify weaknesses	Application & Interview
Understanding high quality teaching and the ability to model this for others and support others to improve	Application & Interview
Effective communication & interpersonal skills	Interview
Ability to communicate a vision and inspire others	Interview
Ability to build effective working relationships	Interview
Personal Qualities	Assessed by
A commitment to getting the best outcomes for all students	Application & Interview
Ability to work under pressure and prioritise effectively	Interview
Commitment to maintaining confidentiality at all times	Interview
Commitment to safeguarding and equality	Interview