

## **Teaching Staff Job Description and Person Specification**

<b>TITLE:</b>	<b>DEPUTY HEADTEACHER</b>
<b>Working arrangements:</b>	<b>Full time</b>
<b>Location:</b>	<b>Samuel Ward Academy (may be deployed across the Trust)</b>
<b>Pay range / point:</b>	<b>Leadership scale (L19-L23)</b>
<b>Responsible to:</b>	<b>Headteacher</b>
<b>Date:</b>	
<b>Post holder:</b>	

### **INTRODUCTION**

All members of the Samuel Ward Academy Trust (“the Trust”) staff are responsible personally and collectively for supporting pupils in becoming confident individuals, successful learners and responsible citizens, through:

- Modelling the Core Values at all times;
- Nurturing pupils’ passions and interests and stimulating their intellectual curiosity;
- Continuously raising pupils’ aspirations and self-esteem;
- Intentionally developing Pupils’ Leadership Awards Skills;
- Contributing to the wider range of opportunities offered by and for the school community;
- Actively supporting and promoting pupil voice;
- Assuming responsibility (as required) for the learning progress of a specific group of individual pupils;
- Ensuring high outcomes for a cohort of pupils

### **JOB PURPOSE**

To deliver and sustain educational excellence in teaching and learning throughout the school and more widely as part of the Trust’s Senior Leadership Team, through a range of Leadership strategies.

### **KEY TASKS AND RESPONSIBILITIES**

#### **Teaching and learning**

1. Carry out teaching duties in accordance with the school's schemes of work and National Curriculum
2. Liaise with colleagues to deliver units of work in a collaborate way
3. Work with teaching assistants and the SENCO

4. Set targets for pupil attainment levels
5. Set work for pupils absent from school
6. Demonstrate good practice in the teaching areas of responsibility

### **Assessing and reporting**

1. Record pupils' work
2. Maintain lesson evaluations
3. Mark and return work within agreed time span, providing feedback and targets
4. Provide assessment reports to monitor pupil progress
5. Liaise with parents and attend consultation evenings
6. Work within the Code of Practice relating to Special Educational Needs

### **Leadership and management**

1. Support and deputise for the Headteacher
2. Understand issues relating to the organisation, ordering and funding of resources
3. Support and uphold the school's policies on behaviour, discipline and bullying
4. Undertake responsibility for departments as specified by HT
5. Manage the budgets for departments as specified by HT
6. Coordinate the delivery of health and safety policies
7. Manage the performance of members of staff as required

### **Standards and quality assurance**

1. Set a good example in terms of dress, punctuality and attendance
2. Attend and participate in open evenings and pupil performances
3. Uphold the school's behaviour code and uniform regulations
4. Attend (and lead) team and staff meetings
5. Develop links with governors, schools across the Trust and neighbouring schools

### **Duties and responsibilities**

1. Specific areas of responsibility will be delegated in accordance with the skills, expertise and continuous professional development needs of the post holder and in a way which interfaces effectively with other roles within the school's Senior Leadership team. Specific areas of responsibility will be subject to review on a regular basis and may vary to meet the needs of students and the school's wider operational requirements.
2. The Headteacher may also delegate specific Leadership duties to the post holder from time to time which reasonably fall within the scope of the post.

## **SAFEGUARDING**

1. Samuel Ward Academy Trust is committed to safeguarding and promoting the welfare of children and young persons at all times. The Deputy Headteacher under the guidance of Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the School's Safeguarding policies.
2. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

## **GENERAL**

1. Actively contribute to and promote the overall ethos and values of the School and the wider Trust.
2. Participate in training and other learning activities and performance development as required.
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust.
4. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times.
5. Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.
6. Undertake any other reasonable tasks and responsibilities as requested [insert line manager] or a member of the Senior Leadership or Trust Executive Leadership Teams which fall within the scope of the post.

**PERSON SPECIFICATION**

**TITLE : DEPUTY HEADTEACHER**

	<b>Essential</b>	<b>Desirable</b>
<b>Education and Training</b>	<p>Recognised QTS</p> <p>Evidence of commitment to own professional development</p>	<p>Management training</p> <p>Registered on NPQH</p>
<b>Relevant experience</b>	<p>Knowledge and experience of teaching relevant Key Stages</p> <p>Excellent classroom teacher with a proven commitment to improving the quality of children's learning</p> <p>Knowledge and experience of School Development Planning and Curriculum Planning</p> <p>Evidence of successful leadership of Maths, English or Science</p> <p>Evidence of liaising collaboratively with colleagues</p> <p>Experience and knowledge of managing challenging behaviour</p> <p>Experience of monitoring teaching and learning</p> <p>Understanding the importance of using data to raise standards</p> <p>Evidence of successfully mentoring or providing general pastoral support to colleagues.</p>	<p>Experience in one or more schools</p> <p>Experience of having responsibility for a class in relevant key stages</p> <p>Experience in organising and leading assemblies</p> <p>Evidence of participating in and developing extra-curricular activities</p> <p>Experience of Performance Management</p>
<b>Skills and Aptitudes</b>	<p>Commitment to the safeguarding and promoting the welfare of children and young people</p>	<p>Experience of effective working with governors</p>

	<p>Ability to motivate and lead a team with sensitivity and energy</p> <p>Ability to communicate effectively, both written and oral, with a wide range of people</p> <p>Skill at managing change</p> <p>Proven success in working with children across a range of age and ability.</p> <p>Ability and willingness to use tact and sensitivity as second nature.</p> <p>Stamina and a positive approach to work.</p>	<p>Experience and understanding of ICT as a management tool</p> <p>Ability to foster links with local community and with other schools, locally, nationally and internationally.</p> <p>Ability to motivate commitment among all staff groups and to lead staff meetings</p> <p>Sympathetic to the ethos of the school</p>
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