



Special
Partnership
Trust



Curnow
School

An ambitious, inspirational partnership of outstanding learning

Role:	Deputy Headteacher
Pay Range:	Leadership Scale ISR 10 – 16 £58,959 - £68,400
Line Manager:	Headteacher
Supervisory responsibilities:	Teachers and Support Staff
Important Functional Relationships:	Senior Leadership Team, Teaching Colleagues, Trust Colleagues, SEN Teaching Assistants, Parents, Multi-Agency Teams

JOB DESCRIPTION

Main purpose of the job

- Carry out the duties of this post in line with the remit outlined in the current *School Teachers' Pay and Conditions Document* including the conditions of employment for deputy headteachers and the school's own policy
- Under the overall direction of the headteacher play a lead role:
 - in formulating the aims, objectives of the schools and establishing the policies through which they are to be achieved
 - be responsible for the standards and curriculum of all pupils including monitoring of progress towards achievement
 - proactively manage staff and resources
- Take full responsibility for the school in the absence of the headteacher
- Carry out the professional duties of a teacher as required
- Undertake role of deputy designated safeguarding lead for the school
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school

Duties and responsibilities

Shaping the future

- In partnership with the headteacher and governors establish and implement an ambitious vision and ethos for the future of the school
- Play a leading role in the school improvement and school self-evaluation planning process
- In partnership with the headteacher manage school resources
- Devise, implement and monitor action plans and other policy developments

- Lead by example to motivate and work with others
- In partnership with the headteacher, lead by example when implementing and managing change initiatives
- Promote a culture of inclusion within the school community where all views are valued and taken in to account

Leading teaching and learning

- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community
- Work with the headteacher to raise standards through staff performance management
- Lead the development and delivery of training and support for staff
- Lead the development and review of all aspects of the curriculum including planning, recording and reporting, assessment for learning and the development of a creative and appropriate curriculum for all pupils
- Work in partnership with the headteacher in managing the school through strategic planning and the formulation of policy and delivery of strategy, ensuring management decisions are implemented
- With the headteacher, lead the processes involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school, including lesson observations to ensure consistency and quality
- Ensure the systematic teaching of basic skills and recording of impact is consistently high across the school
- Develop, review systems to ensure robust evaluation of school performance, progress data and actions to secure improvements comparable to appropriate national standards
- Ensure through leading by example the active involvement of pupils and staff in their own learning

Developing self and others

- Support the development of collaborative approaches to learning within the school and beyond
- Organise and support the induction of staff new to the school and those being trained within the school
- Act as an induction co-ordinator for NQTs and have responsibility for students on teaching practice and those undertaking work experience, as appropriate
- Participate as required in the selection and appointment of teaching and support staff, including overseeing the work of supply staff/trainees/volunteers in the school in the absence of the headteacher
- Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn
- Take responsibility and accountability for identified areas of leadership, including curriculum development and implementation
- Work with the headteacher to deliver an appropriate programme of professional development for all staff including quality coaching and mentoring, in line with the school improvement plan and performance management
- Lead the annual appraisal process for all identified support and teaching staff

Managing the organisation

- Lead regular reviews of all school systems to ensure statutory requirements are being met and improved on where appropriate
- Ensure the effective dissemination of information, the maintenance of and ongoing improvements to agreed systems for internal communication
- Working with the headteacher, undertake key activities related to professional, personnel/HR issues
- Manage HR and other leadership processes as appropriate e.g. sickness absence, disciplinary, capability
- Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school
- Be a proactive and effective member of the senior leadership team
- Ensure the day-to-day effective organisation and running of the school including the deployment of staff as appropriate
- To undertake any professional duties, reasonably delegated by the headteacher

Securing accountability

- Lead and support the staff and governing body in fulfilling their responsibilities with regard to the school's performance and standards
- Support the headteacher in reporting the school's performance to its community and partners
- Promote and protect the health and safety welfare of pupils and staff
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school

Strengthening community

- Work with the headteacher in developing the policies and practice, which promote inclusion, equality and the extended services that the school offers
- Develop and maintain contact with all specialist support services as appropriate
- Promote the positive involvement of parents/carers in school life
- Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties
- Strengthen partnership and community working
- Promote positive relationships and work with colleagues in other schools and external agencies

PERSON SPECIFICATION

Qualifications

Qualified teacher status or recognised equivalent (application form)

Experience – show evidence of

- Recent experience of working successfully as a senior leader in a school.
- Evidence of major whole school responsibilities and experience of turning policy into effective and successful practice.
- Leadership of a significant area or phase or inclusion including responsibility for raising standards across the whole school.

Professional Knowledge

- A clear understanding of the essential qualities necessary for effective teaching and learning.
- Up to date knowledge of statutory regulations and guidance relating to the post.

Professional skills

Can demonstrate the ability to:

- Analyse data, to evaluate the performance of pupil groups, pupil progress and plan an appropriate course of action for whole school improvement.
- Develop and review whole school systems to ensure robust evaluation of school performance and actions to secure improvements.
- Lead and manage a school team/s to successfully achieve agreed goals.
- Be an effective team player that works collaboratively and effectively with others.
- Develop and deliver effective and inspirational professional development for staff (including mentoring and coaching as appropriate).
- Communicate effectively to a wide range of different audiences (verbal, written, using ICT as appropriate).
- Demonstrate high quality teaching strategies.
- Support, motivate and inspire both colleagues and pupils by leading through example.
- Contribute effectively to the work of the headteacher and senior leadership team.
- Deal successfully with situations that may include tackling difficult situations and conflict resolution.
- Work successfully with a range of external agencies.

Commitment

Demonstrate a commitment to:

- Equalities
- Promoting the school's vision and ethos
- High quality, stimulating learning environments
- Relating positively to and showing respect for all members of the school and wider community
- Ongoing relevant professional self-development
- Safeguarding and child protection

Candidates who apply for this post will be asked to write a personal statement to show how they meet the selected criteria and how their examples demonstrate impact.