

## Deputy Headteacher – Role Profile Leadership Scale 5-10

### Purpose of the role

The Deputy Headteacher will work in partnership with the Headteacher and other SLT members defining, articulating, and implementing the mission and values of the academy and wider trust. Through effective communication and engagement of all stakeholders the Deputy Headteacher must be able to offer skills and expertise which not only support the academy, but which can be rolled out and utilised across the wider Cidari family. The role will include a class teaching commitment.

### Key Responsibilities

The specific nature and balance of responsibilities will vary according to the needs of the academy but in the main, you will:

- Deputise for the Headteacher
- Have responsibility, in conjunction with SLT, for the development of planning, coverage and delivery of the National Curriculum and teaching and learning policies
- Lead behaviour throughout the academy including welfare
- Monitor teaching and learning across all phases
- Oversee the curriculum to play a key role in supporting the vulnerable pupils in the academy
- Support the Headteacher in academy self-review procedures, including the strategic use of analysis of performance data, and the formulation of the academy development plan
- Implement and maintain the discipline of the academy
- Carry out appraisal of designated staff
- Promote the values and achievements of the academy and trust to the community
- Lead, drive, motivate, support, challenge and develop middle leaders to secure improvement across the academy
- Lead in the further development of the teaching of core and foundation subjects

### Qualities and Knowledge

Within the academy's ethos, the Deputy Headteacher will:

- Reflect the academy's vision and aims by promoting and developing a learning and caring culture
- Demonstrate leadership by example
- Set high standards, acting as role models for colleagues
- Show a commitment to enabling all pupils to maximise their achievements
- Contribute to the provision of a safe and secure learning environment
- Support the academy's endeavours to meet the needs of its community

- Manage staff in a way that promotes their skills, confidence, and expertise
- Participate in the academy appraisal process
- Have responsibility, in conjunction with SLT, for the development of planning, coverage and delivery of the National Curriculum and teaching and learning policies
- Support the Headteacher in the academy's self-review process

### **Leading and Managing Staff**

- Lead, drive, motivate, support, challenge and develop staff to secure improvement
- Support the Headteacher and governors in accounting for the efficiency and effectiveness of the academy to all relevant stakeholders
- Actively participate in academy / community events
- Participate in recruitment and selection as agreed by the Headteacher

### **Strategic Direction and Development of the Academy**

- Assist the Headteacher in shaping the vision and direction of the academy, setting out very high expectations and with a clear focus on pupil achievement
- Play a significant role in setting aims and objectives for the academy and in formulating the academy development plan along with the Headteacher, governors and senior leaders
- Take responsibility for developing and monitoring policy and practice as laid down in the academy development plan, and in agreement with the Headteacher
- Assist the Headteacher in academy self-review and evaluation and in the effective planning and management of resources to secure improvements
- Demonstrate strategic vision and planning, leading on detailed information, including the strategic use of performance data analysis to support staff deployment recommendations and to set targets
- Ensure that analysis leads to improved rates of children's progress and overall attainment levels across the designated phase or whole school
- Support the Headteacher in curriculum reviews based on results and data analysis
- Lead and support the academy on all areas of Literacy provision and Curriculum development
- To develop and support an effective CPD programme focused on enhancing learning
- Take an active role in developing and implementation of an engaging, motivating, and inspiring curriculum, leading expert planning and delivery and supporting on-going curriculum evaluation
- Demonstrate effective leadership in supporting the academy's provision for a positive behaviour system, building on existing practises, reviewing policy and practice, implementing changes where appropriate and monitoring

### **Safeguarding**

- Promote the expected standards of behaviour which assist positively towards pupil outcomes
- Create and maintain an effective partnership with parents/carers to improve children's achievement and personal and social development

- Determination of pupil groupings
- Development of a culture of independent learning

**As a member of the Leadership Team, you will**

- Work with the Headteacher to lead, motivate, support, challenge and develop all staff to secure continual improvement including his/her own continual professional development
- Be an example of all academy policies and practices
- Support the headteacher to lead in performance management of all teaching staff and support staff
- Work with the Headteacher to deliver an appropriate programme of appraisal for all staff including quality coaching and mentoring, in line with the academy development plan and appraisal
- Be a positive role model to others
- Lead on professional conversations
- Share good practices and provide effective challenge
- Have a shared responsibility for the overall development and accountability of middle leaders, including setting performance targets, and support with professional development
- Collaborate with senior colleagues across the trust to seek out opportunities for consistent approaches and strategies across the family of academies
- Identify priorities and drive forward new initiatives
- Ensure appropriate induction of new staff
- Celebrate team or individual success
- Feed back to the Headteacher and other stakeholders e.g. governors

The applicant will be required to safeguard and promote the welfare of children and young people. The Deputy Headteacher is expected to demonstrate this commitment to safeguarding and promoting the welfare of children and young people and is expected to hold all staff and volunteers accountable for their contribution to safeguarding regulations.

This appointment is with Cidari Education (the employer) under the terms of the National Society contract.

The appointment is subject to the current conditions of Deputy Headteacher, contained in the School Teachers' Pay and Conditions document and other current educational and employment legislation, including that of the Department for Education, and the terms of the National Society contract.