JOB DESCRIPTION

Job Title: Deputy Head of School  
Salary: Leadership 15-19

Location: Wilson Stuart School  
Line Manager: Head of School

1.0 JOB PURPOSE
1.1 To assist in managing the Primary or Secondary department of school.
1.2 To manage pupil data and target setting system.
1.3 To provide professional leadership and management.
1.4 To raise standards in all areas of school work
1.5 To assist in the development of standards and curriculum of pupils including monitoring progress and achievement
1.6 To establish a culture that promotes excellence, equality and high expectations.
1.7 To evaluate school achievement, performance and student progress. Identify school development priorities for continuous improvement and raising of standards.
1.8 To develop policies and practices to meet the Multi Academy Trusts (MAT’s) vision
1.9 To ensure resources are efficiently and effectively used.
1.10 To secure the commitment of the wider community by developing effective partnerships.
1.11 To create a positive learning environment that is engaging and fulfilling for pupils and staff.
1.12 To carry out the duties of the post in line with the remit outlined in the current School Teachers’ Pay and Conditions Document

2.0 DUTIES AND RESPONSIBILITIES

Specific
2.1 To contribute towards the MAT’s values and vision, demonstrating these in their everyday practice.
2.2 To motivate and work with others to create a shared understanding of the MAT vision, the MAT’s values and culture.
2.3 To ensure that strategic planning takes account of the diversity, values and experience of the MAT and wider community, including national and local trends and requirements.
2.4 To ensure creativity, innovation and the use of new technologies to achieve excellence.
2.5 To contribute towards the development, implementation and review of the school’s self-evaluation processes ensuring that appropriate reference is made to data and progress.
2.6 To lead the monitoring and evaluation of areas of responsibility
2.7 To be responsible for updating the SEF form relating to areas of responsibility, on an annual basis.
2.8 To ensure teams of staff and individual staff accountabilities are clearly defined, understood and agreed, and are subject to review and evaluation.
2.9 To provide coherent and accurate information of areas of responsibility to a range of audiences including staff, governors, trustees, parents and external agencies.
2.10 To provide regular reports on achievement and target setting to the governing body.
2.11 To work with the governing body to enable it to meet its responsibilities.
2.12 To create and maintain an effective partnership with parents and carers.
2.13 To ensure due consideration is given to the views of pupils through a variety of methods.
2.14 To contribute to MAT liaison and marketing activities.
Achievements and Standards
To ensure a consistent and continuous focus on pupil achievement, using data and benchmarks, where appropriate to monitor progress.

2.15 To ensure the maintenance of accurate and up-to-date information concerning specific areas of responsibility.

2.16 Identify and take appropriate action on issues arising from data. Set deadlines and review progress on action taken.

2.17 Provide the relevant Head of School, Executive Head, Governing Body and Board of Trustees with relevant information relating to performance and development.

Pupil Development and Well-being

2.18 Create and promote MAT values, ethos and strategies to support the overall progress, development and well-being of pupils.

2.19 Create and promote a MAT ethos and culture which ensures a high standard of pupil behaviour and one in which pupils feel safe and secure.

2.20 Create and promote positive strategies for challenging all forms of bullying including racial and other prejudice.

2.21 Create and promote MAT values that take into account the richness and diversity of the MAT’s communities.

2.22 Celebrate achievement in all aspects of pupil development.

2.23 Create and promote a MAT ethos, environment and curriculum which encourage healthy life styles.

Curriculum Provision and Delivery

2.24 Lead the establishment of creative, responsive and effective approaches to learning and teaching across the school.

2.25 Be responsible for a core curriculum area with associated responsibilities.

2.26 Be responsible for the development, implementation and maintenance of strategies which secure high standards of behaviour.

2.27 As part of the Senior Leadership Team to contribute to the development, organisation and implementation of a diverse, flexible curriculum that provides for all pupils including those with significant learning difficulties.

2.28 As part of the management team contribute to the development of an effective assessment framework.

2.29 As part of the management team contribute to the development of the new technologies.

2.30 As part of the management team contribute to the development of strategies for ensuring inclusion, diversity and access.

2.31 To monitor and review classroom practice and promote improvement strategies.

2.32 Keep up to date in national developments in the subjects and in the teaching practices and methodology.

2.33 To monitor and respond to curriculum development at national, regional and local levels.

Leadership and Management

2.34 To assist in the management of the appropriate department.

2.35 To build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities.
2.36 To establish a learning environment where colleagues share a common purpose; are treated fairly and with dignity and respect to create and maintain a positive MAT culture.

2.37 To ensure effective planning, allocation, support and evaluation of work by teams and individuals, including clear delegation of tasks.

2.38 To manage identified cost centres to achieve the MAT goals.

2.39 As part of the Senior Leadership Team contribute to the strategies and procedures for staff induction, professional development and performance review.

2.40 To undertake the performance review of a team of teachers and act as a reviewer for a group of support staff.

2.41 To ensure that the range, quality and use of available resources is monitored, evaluated and reviewed to provide value for money.

2.42 To regularly review own practice, set personal targets and take responsibility for own personal developments.

2.43 To promote teamwork and to motivate staff, including the celebration of achievement.

2.44 To participate in the interviewing process for teaching posts.

Other General Duties

2.45 To respond to reasonable requests to undertake work of a similar level that is not specified in this job description.

2.46 Deputise for the relevant Head of School in their absence.

2.47 Retain some teaching responsibility but have increased duties for managerial and pastoral issues.