

JOB DESCRIPTION: Deputy Head

LINE MANAGER: Head of Senior or Primary

SALARY: Deputy Head Pay scale

**JOB PURPOSE**

The main purpose of the Deputy Head role at BISR is to provide leadership for a specific curriculum and pastoral areas as agreed on appointment. As part of the Extended Leadership Team, Deputy Heads are expected to create a climate of high expectations and continuous improvement in all areas of school life including student achievement, good manners, and involvement in enrichment activities.

**RECRUITMENT CRITERIA**

* Qualified teacher Status
* Degree
* Evidence of skilled teaching with excellent outcomes
* Evidence of successful middle management leadership
* Successful teaching experience which demonstrates good practice in establishing relationships with students through their work; the effective organisation of a learning environment and high expectations of achievement leading to excellent outcomes
* Relevant recent professional development related to a leadership role
* Awareness of successful strategies leading to raise levels of academic progress, attainment and levels of achievement
* Understand the use of comparative data to develop staff and raise achievement
* Understand the use of curriculum policies to raise the level of student engagement
* Understand the characteristics of teaching that are unsatisfactory
* Ability to be able to identify good classroom practice and the ability to lead a team towards excellence in the classroom
* Experience of performance management reviewer
* Commitment to the development of staff
* Knowledge of different teaching approaches suited to students of varying abilities and language competency
* A commitment to students’ social and emotional wellbeing
* Knowledge of key child protection issues
* Commitment to working in a school that has children of many different cultural backgrounds and a strong appreciation of diversity
* A commitment to providing high quality education to a broad ability range and to students with different cultural backgrounds
* The ability to develop strong professional relationships with students through individual mentoring, teaching and leadership opportunities. Acting as a strong role model for staff and students
* Ability to bridge strong and effective relationships with staff, parents and students
* A strong strategic mind set
* Excellent knowledge and understanding of the curriculum of at least one key stage
* Ability to lead and inspire teams
* Excellent communication skills to a variety of audiences
* Skills in coaching, leading and building capacity
* Excellent people management skills, and the ability to lead, inspire, manage and motivate
* Ability to meet deadlines, delegate and prioritise
* Ability to act independently and with autonomy but recognise accountability
* Strong commitment to acting collaboratively with teams
* Ambitious for the development and drive towards excellence at BISR
* Ability to work under pressure and establish priorities with stamina, resilience, reliability and integrity
* Show commitment, initiative, creativity and vision and inspire it in others
* Show a sense of humour, able to keep things in perspective, establish good relationships with colleagues, maintaining consistency and accessibility
* Commitment to own professional development
* Have strong ambition to go on to an SLT position in due course

## STRATEGY

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* Support the Head of Primary/Senior in establishing an ambitious vision and ethos for the future of the school
* Play a major role in the school improvement and school self-evaluation planning process, through agreed priorities
* Contribute to the development, implementation and monitoring of action plans and other policy developments where appropriate
* Lead by example to motivate and work with others
* In partnership with the Head of Primary/Senior, lead by example when implementing and managing change initiatives
* Promote a culture of inclusion within the school community where all non-extremist views are valued and taken into 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 Head of Primary/Senior to raise standards through staff performance management
* Assist with the development and delivery of training and support for staff in the areas of teaching and learning
* Lead the development and delivery of training and support for staff
* Lead the development and review of agreed aspects of the curriculum including planning, recording, reporting, assessment for learning and the development of a creative and appropriate curriculum for all pupils
* Assist the Senior Leadership Team in managing the school through strategic planning and the formulation of policy and delivery of the strategy, ensuring management decisions are implemented
* Support the Senior Leadership Team with the processes involved in monitoring and evaluating the quality of teaching and learning taking place throughout the school, including lesson observations, to ensure a consistently high quality
* Ensure the systematic teaching of basic skills and the recording of impact, is consistently high across the school
* 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
* Support actively and enthusiastically protocols for school improvement

**DEVELOPING SELF AND OTHERS**

* Support the development of collaborative approaches to learning within the school and beyond
* Support the induction of staff new to the school and those being trained within the school as appropriate
* Act as an induction co-ordinator for NQTs, have responsibility for students on teaching practice and those undertaking work experience, as appropriate
* Participate in the selection and appointment of teaching and support staff as appropriate
* 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 statistical analysis of pupil groups, progress data and target setting
* Work with the senior leadership team in ensuring an appropriate programme of professional development for staff, in line with the school development plan and performance management including coaching and mentoring as appropriate
* Lead the annual appraisal process for all identified support and teaching staff

**MANAGING THE ORGANISATION**

* Contribute to regular reviews of the school’s systems to ensure statutory requirements are being met
* Ensure the effective dissemination of information and the maintenance of agreed systems for internal communication
* As appropriate and under the leadership of the Head of Primary/Senior, undertake 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
* Contribute to the day-to-day effective organisation and running of the school
* To undertake any professional duties, reasonably delegated by the Head of Primary/Senior

**SECURING ACCOUNTABILITY**

* Support the staff and governing body in fulfilling their responsibilities with regard to the school’s performance
* Contribute to the reporting of the school’s performance to the school’s 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**

* Assist the Senior Leadership Team 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
* Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties
* Attend meetings with parents and carers as appropriate 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

**KEY EXPECTATIONS**

All staff are expected to:

* Be aware of and committed to the mission, vision, values and all associated school policies
* Take an active role in the development and implementation of school policies and in the whole life of the School
* Ensure that there are equal opportunities for all
* Follow school procedures as outlined in the staff handbook

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| Signed by post-holder | Signed by line manager | Date | To be reviewed |
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