**Job Outline**

**Deputy Headteacher (Teaching & Learning)**

**Responsible to:** Headteacher

**Salary Grade:** Leadership Point 17 to 21

**Full time/Part time:** Full time

**Job Purpose**

The Deputy Headteacher (Teaching & Learning) will play an important role in helping to build and maintain our new school, helping students and staff members succeed, be included and reach their potential.

**Key Responsibilities**

* Work with the Headteacher and Leadership team to create a vision of a school which can develop, empower and sustain individuals and teams of staff; then support implementation of the vision.
* Undertake a range of leadership and management roles and responsibilities as agreed with the Headteacher.
* Monitor progress of students and identify areas for intervention.
* Design and implement a research-based CPD programme for all staff.
* Design and implement an induction programme for new staff.
* Ensure that the Academy meets the requirements of the quality of education section of the most recent OFSTED framework.
* Monitor and evaluate the quality of teaching and learning at the Academy.
* Work collaboratively within the Senior Leadership Team to create, implement and review the whole school policies and procedures.
* Adopt a high profile amongst staff and students, promoting high expectations and achievements.
* Represent and promote Paxman Academy both internally through assemblies and meeting with families and visitors, and externally within the local community including other schools, the Sigma Trust and other agencies, as relevant.
* Carry out all professional duties commensurate with this post as directed by the Headteacher.
* Be a leading classroom practitioner; inspire and motivate other teachers.
* Alert the Headteacher well in advance of approaching issues and / or events.

**Teaching Duties**

* Plan and teach lessons to the classes they are assigned to teach within the context of the school’s plans, curriculum and schemes of work.
* Assess, monitor, record and report on the learning needs, progress and achievements of assigned students.
* Contribute to the development, implementation and evaluation of the school’s policies, practices and procedures in such a way as to support the school’s values and vision.
* Work with others on student development to secure co-ordinated outcomes.
* Supervise and so far as practicable, teach any students where the person timetabled to take the class is not available to do so.

**Safeguarding**

Fulfil personal responsibilities, and support the Headteacher in securing compliance by those working in school, for safeguarding as set out in the Children’s Act, Statutory Guidance and by the Local Children’s Safeguarding Board. These include:

* Operating a culture of listening to children and taking account of their wishes and feelings, both in individual decisions and the development of services;
* Operating clear whistleblowing procedures,
* Sharing information, with other professionals
* Take responsibility as the designated professional lead for Safeguarding
* Operating safe recruitment practices
* Ensuring appropriate supervision and support for staff, including undertaking Induction, safeguarding training and reviews of practice
* Operating and monitoring clear policies for dealing with allegations against people who work with children.

The Board of Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified.

The post holder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description.

This job description may be amended at any time following discussion with the Headteacher and/or COO, and will be reviewed annually.

