Quarry Hill Academy

Bradleigh Campus
Bradleigh Avenue, Grays
RM17 5UT
Tel: 01375 373729
E-mail: admin.qha@catrust.org.uk

Headteacher – Mrs S Wakeling

Dell Campus
Dell Road, Grays
RM17 5JZ
Tel: 01375 373729
E-mail: admin.qha@catrust.org.uk

Job Description: Deputy Headteacher

Reports to: The Headteacher
Salary: Leadership Spine 11-15

The Role

The exact role and specific responsibilities of the Deputy Head Teacher will be agreed annually and will change regularly, to afford each member of the Leadership Team the opportunity to gain experience in all aspects of school leadership in preparation for Headship.

The Deputy Head Teacher should be prepared to lead on such areas as curriculum development, timetabling, tracking and analysis of results/data, behaviour management, external relations and community links, staff development, training and induction. As members of the senior leadership team, the Deputy Head Teacher will also be centrally involved in the overall leadership and management of the academy, and will help to establish a school culture that is both nurturing and rigorous.

Key Responsibilities

- To support colleagues, including all other members of the Leadership Team, in their work for the development and improvement of the academy
- To support and contribute to the process of writing, implementing, evaluating and reviewing the annual Academy Development Plan, with understanding of its position and relevance in the cycle of school resourcing, improvement and long term planning
- Alongside the Heateacher, to ensure the safeguarding of all pupils, and that the safety and wellbeing of pupils and staff is promoted and maintained at all times.
- To be Deputy Designated Safeguarding lead and ensure the safeguarding process is followed at all times.

Outcomes and Activities

Leadership and Management

- To share responsibility for the management of the academy and to contribute to the consultative and decision-making processes including the formulation of aims and objectives
- To fully support whole school policy decisions, contribute to their establishment and initiation and sustain their implementation and review
- To actively promote the academy and liaise with outside agencies as necessary, representing the Headteacher, and Quarry Hill Academy as appropriate
- To contribute to discussions and decisions at Leadership Team meetings
- To offer information, advice and perspective to the governing body and to any legitimate external inquiry/evaluation

- To communicate and consult with staff, students, parents and members of the local community as necessary
- To manage staff and resources, ensuring that policies and procedures are adhered to
- In the absence of the Headteacher, to step-up and undertake the professional duties of the Headteacher as reasonably delegated

School Ethos and Culture

- To maintain a presence around the school to ensure that the highest standards of behaviour and site-usage are upheld, to contribute to overview and review of student behaviour and to participate in the regular whole-school supervisory duties fulfilled on a scheduled basis by the Leadership Team
- To be active in issues of staff and student welfare and support
- To demonstrate a commitment to Equality of Opportunity for all members of the academy's community.

Teaching and Learning

- To identify strategies for raising the attainment of students and to work towards these identified and agreed goals
- Support the training and development of teaching staff so as to improve the quality of teaching and raise the level of challenge in lessons
- Use regular assessments to monitor progress and set targets, and respond accordingly to the results of such monitoring
- Ensure that all pupils achieve at chronological age level or, if well below level, make significant and continuing progress towards achieving at level
- To maintain a teaching timetable, modelling outstanding practice in terms of classroom teaching, preparation, marking and assessment.

Other

- Undertake, and when required, deliver or be part of the appraisal system and relevant training and professional development
- To undertake any other responsibilities as directed by the Headteacher.

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