

Job Outline

Deputy Headteacher

Responsible to:	The CEO or equivalent
Salary Grade:	Leadership pay scale point 20-24 (£63,806 - £70,370)
Full time/Part time:	Full time

Core Purpose

The Deputy Headteacher shall work collaboratively with the Headteacher or Executive Headteacher/Head of School and wider Senior Team Leader team to realise our mission to be Greater Than The Sum Of Its Parts. This role will provide additional leadership capacity within Sigma. The successful candidate will be deployed, as agreed within any of the Trust's secondary academies.

Principal Accountabilities:

Specific responsibilities of the post will be agreed on appointment reflecting the experience, skills and interests of the successful candidate and the needs of the Trust and the academy to which they will be deployed.

You will play a major leadership role under the overall direction of the Headteacher or Executive Headteacher/Head of School in:

- a) formulating the aims and objectives of the school;
- b) establishing the policies through which they shall be achieved;
- c) managing staff and resources to that end;
- d) monitoring progress towards their achievement; and
- e) publicly supporting all decisions of the Headteacher and Local Governing Body

The Deputy Headteacher shall undertake the professional duties of the Headteacher or Head of School in the event of their absence from the school. The exact duties will depend on the academy to which the successful applicant is deployed at any time, but may include:

Leadership & Management

- Monitor and ensure high standards of student progress throughout the school;
- share responsibility for the creation, implementation, monitoring and evaluation of the School Improvement Plan;
- share responsibility for the accurate creation and upkeep of the school self-evaluation, demonstrating the ability to professionally challenge colleagues to drive school improvement;
- articulate and model the school's vision and strategic direction, embedding ambition and driving improvement, across all areas of responsibility;
- direct and supervise Support and Teaching staff assigned to them;

- contribute to the recruitment, selection and appointment and professional development of other teachers and support staff;
- establish and maintain a culture and ethos that promotes effective collaboration, excellence, equality and high expectations of all students and staff.

Safeguarding

Fulfil personal responsibilities, and support the Headteacher or Head of School 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;
- operating safe recruitment practices;
- ensuring appropriate supervision and support for staff, including undertaking Induction, safeguarding training and reviews of practice;
- take responsibility as the designated professional lead for safeguarding;
- operating and monitoring clear policies for dealing with allegations against people who work with children;
- have oversight and lead the Children in Care strategy to ensure all students have their statutory needs met to promote progress in line with National expectations.

Teaching

- Role model excellence' as a leading classroom practitioner, inspiring and motivating other staff;
- 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;
- participate in arrangements for preparing students for external examinations;
- 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;
- supervise and so far as practicable teach any students where the person timetabled to take the class is not available to do so.

Professional development

- Participate in arrangements for the appraisal and review of their own performance and, where appropriate, that of other teachers and support staff;
- participate in arrangements for their own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher or Executive Headteacher/Head of School to carry out appropriate duties within the context of the job, skills and grade.



This job description is current at the date of issue but, in consultation with you, may be changed by the Headteacher or Executive Headteacher/Head of School to reflect or anticipate changes in the job commensurate with the grade and job title.