

## DEPUTY HEADTEACHER

SCHOOL NAME: Hogarth Academy

REPORTING TO: Headteacher

SALARY: tbc depending on experience

### JOB DESCRIPTION

#### Strategic Purpose

- To provide inspirational, creative and professional leadership and management for the academy
- To support the Headteacher in establishing high quality systems and policies in all areas of the academy's work
- To support the Headteacher in establishing high quality education through effective leadership of teaching and learning
- To support the Headteacher in establishing a culture that promotes excellence, equality and high expectations of all pupils
- To ensure that strategic planning is informed by rigorous self-evaluation and that it continuously improves learning and pastoral outcomes
- To ensure that the academy provides a safe and happy environment that promotes the welfare of children
- To ensure all safeguarding and child protection policies are adhered to
- To take full responsibility for leading the school in the absence of the Headteacher

#### Core responsibilities

##### **Strategic direction and development of the school**

- In partnership with the Headteacher, provide inspiring, creative and purposeful leadership for the staff and pupils/students.
- To work in partnership with the Trust, the governing body, Headteacher, staff and parents, generating the ethos and values which will underpin the academy.
- To co-create and implement a Development Plan which will secure continuous academy improvement and support the principles of LEAD Trust
- To monitor and evaluate the performance of selected areas of the academy and respond and report to the Headteacher and the governing body as required.

- To support the Headteacher in ensuring that the management, finances, resources and administration of the academy supports its vision and aims and maximises value for all pupils/students.
- To lead on developing selected policies and practices and ensure that they take account of national, local and academy requirements and apply sound educational practice through evidence based pedagogy.
- To regularly monitor, evaluate and review the impact of selected policies, priorities and targets and take action if necessary.
- To inspire all those involved in the academy to commit to its aims, stay motivated to achieve them and involved in meeting long, medium and short term objectives to secure the educational success of the academy.

### **Teaching and learning**

- In partnership with the Headteacher, continue to maintain an environment that promotes and secures outstanding teaching, effective learning and high standards of achievement, behaviour and attendance.
- Determine, organise, implement and monitor selected areas of the curriculum and its assessment and ensure that statutory requirements are met.
- Meticulously plan and teach engaging and challenging lessons to exemplify high standards of teaching and learning
- Ensure that pupils/students develop study skills in order to learn more effectively and with increasing independence.
- Support the Headteacher in determining, organising and implementing a policy for the personal, social and moral development of pupils/students.
- Monitor and evaluate the quality of teaching and learning and achievement of all pupils/students through appropriate methods.
- Support the Headteacher in determining, implementing and monitoring policies which ensure inclusion, diversity and equality of access.

### **Leading and managing staff**

- Plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities in a manner consistent with conditions of employment.
- Support the Headteacher to implement and sustain effective systems for the management of staff performance, incorporating performance management and target setting.
- Promote and monitor the continuing professional development of staff.
- Hold selected staff to account for their professional conduct and practice, as specified in the Terms and Conditions of Service of teachers.

### **Efficient and effective deployment of staff and resources**

- Support the Headteacher to recruit, retain, deploy and develop staff of the highest quality.

- Monitor appropriate expenditure, allocation of funds/resources and effective administration for selected areas of responsibility in order to improve the quality of education, pupils' achievements and ensure efficiency and secure value for money.

### **Accountability**

- In partnership with the Headteacher, continue to develop an organisation in which all staff recognise that they are accountable for the success of the academy.
- Present a coherent and accurate account of the school's performance in selected areas in a form appropriate to the range of audiences, including the Headteacher, governors, parents, OFSTED and others to enable them to play their part effectively.
- Ensure that parents/carers and pupils/students are well informed about the curriculum, attainment and progress and about the contribution they can make in supporting their child's learning.
- Provide information, objective advice and support to the Governing Body to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement, and for achieving efficiency and value for money.
- Carry out any such duties as may be reasonably required by the Headteacher.

## **PERSON SPECIFICATION**

### **Qualifications and experience**

- Qualified teacher with QTS
- Experience of senior school leadership within the primary phase
- Has undertaken recent and relevant further professional development

### **Domain One: qualities and knowledge**

- Promotes a strong culture of collaborative working where every member of staff is valued and can fulfil their potential.
- Communicates compellingly the school/academy's pupil/student centred vision and demonstrates strategic leadership, empowering all pupils/students and staff to excel.
- Sustains wide current knowledge and understanding of national and local education and school systems within a clear set of principles focused on the school/academy's vision, values and moral purpose.
- Demonstrates optimistic personal behaviour, positive relationships and attitudes towards all members of their school community.
- Leads by example - with integrity, creativity, resilience, and clarity - drawing on their own scholarship, expertise and skills, and that of those around them.

### **Domain Two: pupils and staff**

- Develops in pupils/students a love of learning and a sense of inner confidence and self-belief that enables them to achieve high standards, overcoming disadvantage and advancing equality.
- Promotes a classroom environment that values the success and sense of wellbeing of each pupil/student, focused on safeguarding and developing their spiritual, moral, social and cultural development and exemplary behaviour.
- Secures excellent learning and teaching through exemplary classroom practice.
- Establishes an educational culture of 'open classrooms' as a basis for sharing best practice with colleagues, drawing on relevant research and robust data analysis.
- Creates an ethos within which staff are motivated and supported to develop their own skills and subject knowledge, and to support each other through performance management processes, demonstrating continuous self directed development.
- Identifies emerging talents, coaching aspiring leaders in a climate where excellence is the standard.
- Holds all staff to account for their professional conduct and practice.

### **Domain Three: systems and process**

- Delegates leadership throughout selected areas of responsibility, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decisions.
- Demonstrates an understanding of the statutory, financial and budgetary processes required in the management of a school/academy, including Best Value measures.
- Would be able to build upon current academy improvement plans.

### **Domain Four: the self-improving school system**

- Supports current school leadership in developing an outward-facing school/academy which works well with other schools and organisations.
- Seeks opportunities to invite parents, carers, community figures, businesses and other organisations into school/academy to enhance learning.
- Demonstrates entrepreneurial and innovative approaches to school improvement and leadership.

### **Personal qualities**

- Passionate about education
- Approachable, enthusiastic and creative
- Leads by example, demonstrating integrity, resilience and clarity
- Committed to the L.E.A.D. principles