**Appointment of a Deputy Headteacher**

**Post to commence September 1st 2015**

The Academy’s Board of Directors wishes to appoint an Assistant Headteacher who will be appointed on the following:

Group : Leadership

Salary Range : Point 9 - 13

If successful with your application, you will be required to undertake such duties as may reasonably be directed by the Principal from those described in the current “School Teachers’ Pay and Conditions” document. In particular, you will be required to:

1. Deputise for the Principal and/or the Headteacher
2. Take the lead in an agreed area of school development
3. Take an active role in the Senior Leadership Team (Principal, Headteacher, Deputy Headteacher) and the Senior Management Team ( SLT plus Early Years’ Leader, Lower School Leader, Upper School Leader and Pastoral Manager)
4. Assist the Principal and Headteacher:
   1. To produce and implement the School Improvement Plan adopted by the Board of Directors;
   2. In the identification and delivery of training and development needs of the staff of the academy in light of current curriculum changes;
   3. In the production, implementation, monitoring and review of policies adopted by the Board of Directors;
   4. With Acts of Collective Worship and school assemblies.
5. support and contribute to the school’s system for the review and evaluation of teaching and learning
6. monitor the raising of pupils’ standards of achievement and attainment across all areas of the academy
7. Work with the Principal and Headteacher to implement the policies of the Board of Directors to promote high standards of educational achievement and behaviour;
8. Be responsible for the effective use of staff and other resources within the academy including the production of teaching timetables and the identification of and ordering of teaching materials;
9. Provide support for new members of staff including the production and implementation of appropriate induction programmes;
10. play a major role in the professional development of all staff and in the management of INSET;
11. act as a team leader in the performance management system
12. lead and support staff in the management and development of their curricular responsibilities to promote high quality teaching and learning;
13. Produce, implement, monitor and review staff guidance, procedures and routines;
14. Develop links with parents, business and the wider community;
15. Encourage and foster cross-phase and cross-curriculum developments within the academy and with feeder schools;
16. be responsible for designated areas of the academy and /or curriculum;
17. be responsible for the education and welfare of a specific class within the school as determined by the Principal and Headteacher
18. Ensure adherence to principles of best value when administering a delegated area of the academy’s budget.
19. display a high standard of professional behaviour and integrity at all times;