



**Barnwell Academy**

Learning Together and Having Fun

## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Deputy Headteacher</b>
<b>Grade:</b>	<b>Leadership scale (L6 – L10)</b>
<b>Job Location:</b>	<b>Barnwell Academy</b>
<b>Employer:</b>	<b>Barnwell Academy Trust</b>
<b>Responsible to:</b>	<b>Head Teacher</b>

### **Purpose of Job:**

To play a major role under the direction of the Headteacher in formulating the aims and objectives of the school, establishing the policies through which they shall be achieved, managing staff and resources to achieve the aims and objectives of the school and monitor progress towards their achievement.

### **Professional Duties:**

The Deputy Headteacher will have delegated responsibilities which are both school wide and strategic. This will be in addition to carrying out the professional duties of a teacher and also deputising for the Headteacher in their absence. The Deputy Head Teacher will have a 0.8 class teacher responsibility and be able to teach across key stages.

### **Key Responsibilities:**

#### **Core Purpose and Accountability**

- Assist in the development, implementation and monitoring of management structures and procedures so as to ensure that the school achieves its objectives.
- Undertake the professional duties of the Deputy Headteacher reasonably delegated to you by the Headteacher.
- Undertake the professional duties of the Headteacher in the event of their absence from school.
- In partnership with the Headteacher and the Senior Leadership Team, provide professional leadership and management of Teaching, Learning and Assessment throughout the school.

### **Strategic Direction and Development of the School**

- Support the Governing Body, Head Teacher and SLT in promoting and developing a vision for the future of the school: demonstrating inspirational leadership and creativity.
- Play a significant role in the school improvement planning process, including school self- evaluation and performance management.
- Exemplify the application of agreed policies, priorities and expectations, so as to set a good example to other colleagues.
- Develop and enhance a culture of team work and collaborative learning, in which the views of the school community are valued and taken into account.

### **Leading Learning and Teaching**

- Maintain a high profile, be an example of leading practice within the classroom and foster the high expectations to which the school aspires.
- To lead, develop and monitor whole school assessment in conjunction with the SLT.
- Lead development of the Key Stage 1 and Key Stage 2 curriculum throughout the school to ensure high quality teaching which support high standards.
- Scrutinise planning and children's work to assess pitch and levels of achievement, providing feedback to year groups and subject leaders.
- Share responsibility for the analysis of key school performance data, with special reference to closing the gap and pupil premium children.
- Coach and develop staff to maximise impact on effective teaching and learning.
- Implement strategies to promote high standards of behaviour.
- Support the development of a broad and rich curriculum which meets the ever-changing needs of the range of pupils in the school and the current educational guidance.

### **Teaching**

- To carry out the duties of a school teacher as set out in the Pay and Conditions Document subject to any amendments due to Government legislation. This includes any duties as may be reasonably directed by the Headteacher and the accountabilities expected of class teachers at Barnwell Academy.
- To facilitate and encourage learning which enables students to achieve high standards, to share and support the corporate responsibility for the well-being, education and discipline of all children.
- To uphold the school's principles and policies which underpin good practice and the raising of standards, and to uphold and promote the school's aims and values.
- To work together, as part of a team, to develop areas of provision that impact positively on learning and teaching across the school.
- To take an active role in the School Self Evaluation process. As Deputy Headteacher you will be expected to lead staff through the School Self Evaluation process.

- To actively undertake professional development through keeping abreast of the latest developments and thinking, coaching and mentoring, and self-evaluation and peer review.

### **Child-centred support**

- Take a lead responsibility for maintaining a strong culture of safeguarding across the school and with regard to child protection issues, providing advice and support to staff, liaising with the local authority and working with other agencies in order to ensure child protection concerns are dealt with promptly and effectively.
- Take a lead role in the pastoral care and emotional well-being of all children.
- Champion high expectations for all learners and liaise with specialist teachers or agencies to monitor the progress of vulnerable children.

### **Developing self and managing others**

- Contribute to the creation of a positive school ethos, in which every individual is treated with dignity and respect and promote safeguarding to ensure the welfare of children and young people is paramount.
- Contribute to the delivery of whole school assembly.
- Make a distinctive contribution to the wider school team and continued development of Barnwell Academy.
- Monitor the effectiveness of colleagues' teaching and wider professional impact and report the evaluation to the Head teacher.
- Set high expectations for your own performance and that of others.

### **Managing the organisation**

- Ensure that equal opportunities for pupils and staff are effectively promoted.
- Ensure good communication amongst staff and bring to the attention of the Head teacher areas of concern raised by the staff.
- Manage the day to day activities of the delegated areas of responsibility to ensure the school meets statutory requirements in a highly effective and efficient manner.
- Contribute to the planning process and evaluation for the distribution of resources, to ensure they meet the schools identified priorities.
- Produce timetables for whole school organisation.

### **Securing Accountability**

- Lead all staff to secure improvement through Performance Management; take responsibility for the performance management of identified staff.
- Support staff in understanding their own accountability, and develop approaches to school review and evaluation.
- Work alongside the SLT to use a range of data sources to set realistic yet challenging targets for pupils.
- Contribute to the reporting of the performance of the school to parents, carers, governors and other key partners as necessary.

### **Strengthening Community**

- Take a leading role as Community Lead and network and liaise across the range of external providers, schools, community and co-ordinator networks, to ensure a consistency of approach regarding standards, support, transition and high quality learning and teaching.
- Support the development of the school within the community; strengthening partnerships with other schools and services thus enhancing community cohesion.
- Respond to the diversity of the school community.
- Contribute to policies and practices which promote equality of opportunity and tackle prejudice.
- Promote and model good relationships with families, which are based on partnerships to support and improve pupils' achievement.

### **Work/Life Balance**

- All teachers should enjoy a reasonable work/life balance, being able to achieve a satisfactory balance between the time required to discharge their professional duties and the time required to pursue their personal interests outside of work.
- This post includes the equivalent of one **day per week** dedicated Leadership time and PPA time.

**This is a senior post within the school's staffing structure, which carries with it membership of the Senior Leadership Team. This post holder is accountable to the Head teacher. As SLT, you will be required to meet the general requirements of this post as specified in the School Teachers' Pay and Conditions Document. In addition, you will be required to fulfil any reasonable expectations from the Head teacher.**