



Chantry Middle School, Morpeth

JOB DESCRIPTION

JOB TITLE :	Deputy Headteacher
GRADE :	L13 - L17
RESPONSIBLE TO:	Headteacher
MAIN PURPOSE OF ROLE:	To provide professional, strategic and dynamic leadership to support successful outcomes for all students.

MAIN DUTIES/RESPONSIBILITIES

General

1. To fulfil all the requirements and duties as set out in the School Teachers' Pay and Conditions Documents relating to the Conditions of Employment of School Leadership.
2. To maintain and promote the school's ethos and character with all stakeholders.
3. To achieve any performance criteria, objectives and targets agreed with or set by the Headteacher in accordance with the requirements set out in the national appraisal arrangements.

Specific: To work in conjunction with the Headteacher:

1. To provide strategic direction and leadership across the school. To lead, plan, manage and ensure the successful delivery of the School's vision of developing accomplished students.
2. To maintain a commitment among students, staff and parents to the schools ethos, in partnership with the Learning Trust /School Leadership Teams, and Academy Councillors and through the example of personal conviction.
3. To develop and deliver a vision of school improvement within the school and to lead staff, parents, students, and Academy Councillors in reviewing and evaluating the effectiveness of the School's provision and plans.
4. To raise standards across the school with particular reference to academic performance and to report on these to the Board of Academy Councillors.



5. To lead the school through rigorous self-evaluation, including quality assurance and appraisal at all levels
6. To lead, develop, inspire and motivate effective teams in order to raise standards across the school.
7. To ensure all resources, including the deployment of staff, are well managed and allocated in accordance with the budget setting process, providing regular updates and reports to SLT and Academy Council.
8. To ensure the implementation of the policies of the School and Learning Trust on a daily basis.
9. Specific responsibilities will be discussed with the successful candidate after appointment.

SAFEGUARDING RESPONSIBILITIES:

10. To take responsibility for promoting and safeguarding the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
11. To carry out his/her duties with full regard to the Learning Trust's Child Protection, Equalities and other relevant policies in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner.
12. To comply with health and safety policy and systems, report any incidents / accidents / hazards and take a proactive approach to health and safety matters in order to protect both yourself and others.

These duties are neither exclusive, nor exhaustive. The post holder will have an annual **"task list"** based upon the priorities of the Strategic Plan and be required to undertake specific duties and responsibilities, which the School's Headteacher or the Trust's Chief Executive may determine from time to time.

This is not a complete statement of all duties and responsibilities of this post. It contains only the facts necessary to rate this standard job at the resultant responsibility.