

# JOB DESCRIPTION

Job Description - Post Title	
	Deputy Headteacher
Purpose	<ul style="list-style-type: none"> <li>Formulating the aims and objectives of the school</li> <li>Establishing policies for achieving these aims and objectives</li> <li>Managing staff and resources to the end</li> <li>Monitoring progress towards the achievement of the schools aims and objectives.</li> <li>Deputise for the Headteacher in their absence.</li> </ul> <p>Annual, whole School responsibilities will be set by the Headteacher depending on the needs of The Gatwick School and strengths of the school leadership team. These responsibilities will be set out within the School Handbook.</p>
Reporting To	Headteacher
Liaising With	Headteacher, Head of Primary, Deputy Headteachers, Assistant Headteachers, Lead Practitioners, Head of Subject, Parents
Disclosure Level	Enhanced DBS
Main/Core Duties	
Main Responsibilities	<ul style="list-style-type: none"> <li>To provide strategic leadership for the school.</li> <li>To be a Deputy Headteacher leading our community; actively modelling our ethos of respect, responsibility and resilience in all interactions with all stakeholders.</li> <li>To ensure that all leadership decisions and actions are consistent with our strategic vision embodying excellence, equity, engagement and enterprise.</li> <li>To ensure that the momentum and impact of school improvement work at TGS is sustained.</li> <li>To deputise for the Headteacher when appropriate.</li> <li>To support the Headteacher to provide motivational and inspirational leadership at all levels of the organisation.</li> <li>To lead and support the school improvement process.</li> <li>To be responsible for the writing, delivery, reporting and evaluation of relevant sections of the School Improvement Plan.</li> <li>Uphold and promote the highest standards of public life (Nolan Principles) and the strategic goals and ethos of both TGS and Aurora.</li> <li>Attend all (As directed by the Headteacher) Interim Executive Board (IEB) meetings and advise the IEB members about specific areas of responsibility, including preparing relevant papers, policies and reports for meetings.</li> </ul>
Specific Responsibilities	<ul style="list-style-type: none"> <li>In consultation with the Headteacher, Head of Primary and SLT, establish the strategic intent of the school curriculum.</li> <li>To have oversight of either the implementation and monitoring of 'The TGS Way' for the principles of learning or culture in the school. Working in partnership with the Head of Primary to ensure that the either is built all through. Framework used by Aurora is embedded across the school, leading to excellent teaching and culture.</li> <li>To continually monitor the curriculum to ensure it is relevant to pupils' needs, meets appropriate national accreditation and delivers outstanding progress and attainment for all learners, including disadvantaged and SEND.</li> <li>To make recommendations to SLT and the IEB on the development of either the curriculum or culture.</li> <li>Working in partnership with the Head of Primary to lead the strategic development of the curriculum or culture across the school and the ongoing professional learning required to support this.</li> <li>Working in partnership with the Head of Primary and Deputy Headteachers to lead the strategic development of whole school CPD programme, to ensure all aspects of school life are supported through CPD.</li> <li>Advising and leading colleagues on a co-ordinated approach to curriculum sequencing and design in their areas.</li> <li>Strategic leadership of at least one key area of the Ofsted framework.</li> <li>Lead on whole school professional development for all staff, including leading staff training.</li> <li>Support in the leadership of the performance development process for teaching staff, including overseeing professional development requests.</li> <li>Promote a culture of development and coaching as part of our strategy to improve teaching or culture.</li> </ul>

<b>Line Management</b>	<ul style="list-style-type: none"> <li>• Develop and embed a programme of self-evaluation within and across departments.</li> <li>• Stay up to date with appropriate research on effective teaching and lead on how to implement at TGS.</li> <li>• Strategic leadership of some aspects of secondary specific operations, such as the duty rota or daily cover.</li> <li>• Keeping abreast of national curriculum requirements, ensuring a broad range of subjects are planned for, at EYFS, Primary and Secondary phase</li> <li>• Line manage and develop Assistant Headteachers.</li> <li>• Line manage Heads of Years as required.</li> <li>• Line manage and hold designated HOD's to account for the quality of the curriculum provided in terms of intent, implementation, and impact.</li> <li>• Work with designated HOD's to build an inclusive shared vision and practices so that where pupils fall behind there is swift intervention and support.</li> <li>• Develop the leadership skills of all leaders across the school.</li> </ul>
<b>General Responsibilities</b>	<ul style="list-style-type: none"> <li>• To teach a reduced timetable of at least 20%.</li> <li>• To carry out the duties of a schoolteacher as set out in the current School Teachers' Pay and Conditions Document, including the provision of cover for absent teachers.</li> <li>• Carry out the tasks of a DSL where appropriate and act at least as a DDSL.</li> <li>• To fully meet all the teaching standards and provide an exemplary role model when teaching.</li> <li>• To attend and contribute to departmental meetings, discussions and management systems necessary to co-ordinate the work of the department and integrate this into the work of the school.</li> <li>• To monitor and report to parents on the progress of pupils in line with the school's procedure.</li> <li>• To contribute to the school ethos, values, aims and development/improvement plan.</li> <li>• To attend meetings within the Trust, at its academies and external events as required.</li> <li>• To participate in training, professional learning activities and performance development as required.</li> <li>• To continue own professional development in relevant areas including subject knowledge and teaching methods.</li> <li>• To always maintain confidentiality in respect of school related matters and to prevent disclosure of confidential and sensitive information.</li> <li>• To work with and process personal and sensitive information in accordance with Data Protection Act 2018, including the General Data Protection Regulations (GDPR) 2018.</li> <li>• To understand and comply with the statutory guidance regarding safeguarding of children, ensuring the safeguarding and promotion of children's welfare at all</li> </ul>
<b>Control Of Resources</b>	
<b>Health and safety</b>	<ul style="list-style-type: none"> <li>• The postholder is responsible for their own health, safety and welfare and that of others within their care, in accordance with the school's policy and the Health and Safety at Work Act, 1974.</li> </ul>
<b>Training and development</b>	<ul style="list-style-type: none"> <li>• The postholder will be responsible for assisting in the identification of and undertaking their own training and development requirements, in accordance with the performance management framework.</li> </ul>
<b>Equipment/ Materials</b>	<ul style="list-style-type: none"> <li>• To be responsible for the safe use and maintenance of equipment/materials used by the postholder. To adhere to rules and regulations relating to the use of ICT, email and internet/intranet access.</li> <li>• The operation of general office equipment, ICT systems and the orderly storage of stationery and office supplies.</li> </ul>
<p>*The above set of duties/responsibilities should be read in conjunction with the School Leadership Team's responsibilities, set out in the staff handbook each year. This is not an exhaustive list and any other duties directed by the Headteacher which are reasonable and in line with STPCB should be completed.</p>	

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## PERSONAL SPECIFICATION

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status.</li> <li>• Honours degree or equivalent</li> <li>• Clear knowledge and understanding of current educational issues.</li> </ul>	<ul style="list-style-type: none"> <li>• Higher education qualification (Eg MA, NPQSL, NPQH).</li> <li>• Knowledge and understanding of both Primary and Secondary learning.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Minimum of six years teaching experience, minimum of two at senior leadership level.</li> <li>• Substantial and recent teaching experience at KS4.</li> <li>• Proven success in raising achievement as a subject or year leader and senior leadership.</li> <li>• Experience of leading, supporting and managing others, both individuals and teams, ensuring high quality performance.</li> <li>• Successful experience in implementation of monitoring, evaluation and review process to improve the quality of teaching and learning.</li> <li>• Some successful experience of leading on cross subject initiatives that have contributed to raising achievement. Experience of embedding innovative strategies for Assessment for Learning and Learning to Learn.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience as a successful Deputy Headteacher</li> <li>• Successful leadership, management, review and evaluation of a whole school initiative.</li> <li>• Experience of working with external agencies such as CAMHS.</li> <li>• Experience as a designated or deputy designated safeguarding lead.</li> <li>• Experience managing attendance, behaviour and alternative provision.</li> </ul>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>• The ability to motivate and inspire staff and students.</li> <li>• The ability to make sound judgments based on objective criteria.</li> <li>• Ability to manage the process of change effectively and thereby deliver major projects through to a successful outcome by continuously reviewing and evaluating progress.</li> <li>• The ability to bring plans to fruition.</li> <li>• Ability to analyse and interpret student data and set challenging targets.</li> <li>• The ability to communicate calmly and negotiate solutions in complex and often difficult situations, with parents, students and the local community.</li> <li>• Proven ability to identify and implement strategies to raise standards of Teaching and Learning.</li> <li>• Ability to lead and manage own work effectively and take responsibility for own professional development.</li> <li>• Excellent communication and presentation skills.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Ability to participate in and promote performance and exhibition of students' work as an integral part of School life.</li> <li>• Ability to carry out the job description.</li> <li>• Excellent time management skills and the ability to prioritise and meet deadlines under pressure.</li> <li>• Ability to enhance performance by motivating and developing staff, successful use of team building techniques, support of ECTs and inducting staff with new responsibilities.</li> </ul>	
Personal Qualities	<ul style="list-style-type: none"> <li>• Proactive and positive.</li> <li>• Enthusiasm for and commitment to the achievement of the school's overall vision.</li> <li>• Willingness to work hard.</li> <li>• Creative approaches to enhancing the learning environment.</li> <li>• Record of excellent attendance and punctuality.</li> <li>• Enthusiastic and Exceptional teacher, with a proven track record of excellent results in public examinations.</li> <li>• Flexible, adaptable, results orientated and able to prioritise, resilient under pressure.</li> <li>• Awareness of and commitment to equal opportunities and valuing diversity.</li> <li>• To command and demand respect from the school community.</li> <li>• A commitment to "personalising learning" for all students in the school.</li> </ul>	<ul style="list-style-type: none"> <li>• The aspirations, talent and enthusiasm to become a Headteacher.</li> </ul>