

THE MILFORD ACADEMY

DEPUTY HEADTEACHER JOB DESCRIPTION



Responsible to: The Headteacher of The Milford Academy

There is an expectation from the Board of Trustees that the Deputy Headteacher both achieves and exceeds the Professional Standards required of Upper Payscale teachers and aspires towards National Standards for Headteachers.

The Core Purpose

The core purpose of the Deputy Headteacher is to provide professional leadership in the management of the school. This will promote a secure foundation from which to achieve high standards in all areas of the school's work. The Deputy Headteacher must play a lead role in establishing a culture that promotes excellence, equality and high expectations for all pupils. The Deputy Headteacher is a leading professional in the school, accountable to the Headteacher. The Deputy Headteacher assists in providing vision, leadership and direction for the school and helps to ensure that it is managed to meet its aims and targets. Working with the Headteacher and others, the Deputy Headteacher will support evaluation of the school's performance to identify the priorities for continuous improvement and raising standards; ensuring equality of opportunity for all and developing policies and practices. The Deputy Headteacher will take a shared responsibility for creating a productive learning environment which is engaging and fulfilling for all pupils.

Job Role

To play a major role under the direction of the Headteacher in implementing the new vision, aims and objectives of the school and establishing the policies through which they are achieved. Take a leading role in overseeing the on-going development of the whole Milford curriculum. Play a leading role in the development of consistent, effective and research-proven best practice teaching and learning pedagogy across school. Contribute to assessment across the whole academy. Proactively manage support staff and resources as required. Take full responsibility for the school in the absence of the Headteacher. Carry out the professional duties of a teacher as required. Be responsible for a key area of subject leadership/school improvement as directed by the Headteacher. Take responsibility for child protection issues as required. Take responsibility for promoting good behaviour within the school. Carry out the duties of a school teacher and Deputy Headteacher as set out in the School Teachers' Pay and Conditions Document.

Strategic Vision and Direction; Shaping the Future

- Ensure the vision for the school is clearly articulated, shared, understood and acted upon effectively by all
- Demonstrate the vision in your everyday work and practice
- Motivate and work with others to create a shared culture and positive climate
- Ensure that strategic planning takes account of the diversity and experience of the school and community

- Take a leading role across the whole school, in the light of new and emerging research, to enhance and extend the learning experience of pupils

Leading Learning and Teaching

- Demonstrating consistent application of all school policies and providing an exemplar model of the application of policies in your practice where appropriate
- Research and lead creative and imaginative ways of anticipating and solving problems and identifying opportunities that will enhance the quality of education across the school
- Demonstrate a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning
- Monitor, evaluate and review classroom practice throughout the school and promote improvement
- Challenge underperformance at all levels and provide support to improve performance
- Ensure a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning

Developing Self and Working with Others

- Through a visible presence on a day-to-day basis and at school events, create and maintain an effective partnership with parents and carers to support and improve pupils achievement and personal development
- On a day to day basis, provide guidance and leadership to ensure the highest possible standard of pupil care, record keeping and communication
- Take a lead role in managing pupil behaviour across school and additionally by consistently modelling and implementing the agreed policy for pupil behaviour
- Take a lead role in the pastoral care of all staff by supporting the Headteacher to develop positive working relationships and sustain motivation, with and between all staff
- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture
- Support the Headteacher in ensuring effective planning, allocation, support and evaluation of work is undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams
- Develop and maintain a culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory
- Regularly review own practice, set personal targets and take responsibility for your own personal development
- Manage own workload and that of others to allow an appropriate work/life balance

Managing the Organisation

- Undertake full responsibility for all matters relating to the school in the absence of the Headteacher
- Help all staff to understand and fulfil their statutory responsibilities through observation, feedback, support and modelling

- Line manage and act as Appraisal reviewer for staff identified by the Headteacher
- Support the Headteacher in developing and maintaining high morale and confidence amongst all staff and set an example of high professional standards and leadership
- Support the Headteacher to ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all provide value for money
- Communicate relevant information to all staff in a timely and organised manner
- Undertake other reasonable duties related to the day to day administration of the school as requested by the Headteacher

Accountability

- Attend Senior Leadership / Management Team Meetings and meetings of the Full Board meetings when required to provide information and advice regarding specific areas of responsibility
- Support in the development of and present a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers
- Reflect on personal contribution to school achievements and take account of feedback from others
- Fulfil all commitments arising from contractual accountability