



Learn. Dream. Achieve.

DEPUTY HEADTEACHER TEACHING, LEARNING and CPD

We are a vibrant learning community with a culture that promotes academic excellence, equality and high expectations for all.

Job Title: Deputy Head Teaching, Learning and CPD

Salary: L22-26

Responsible for: Teaching, Learning and CPD

Core purpose: To maximise achievement by continually improving the quality of practice and pedagogy through the provision and rigorous quality assurance of learning, teaching and CPD. To use links with wider partners to further enhance the schools' practice and pedagogy.

Reporting to: Headteacher

Key Responsibilities

1. Core Purpose and Accountability

- 1.1. Support the Headteacher in ensuring that the vision for and identity of the school is clearly articulated, shared, understood and acted upon effectively by all.
- 1.2. To play a major role under the direction of the Headteacher in formulating the aims and objectives of the school, establishing policies through which they shall be achieved, managing staff and resources and monitoring progress towards their achievement.
- 1.3. Undertake the professional duties of a Deputy Headteacher reasonably delegated to you by the Headteacher.
- 1.4. Undertake the professional duties of the Headteacher, in the event of their absence from the school.
- 1.5. In partnership with the Headteacher and the Senior Leadership Team, provide professional leadership and management of key identified areas throughout the school.
- 1.6. Provide professional leadership and management of School Improvement Plan priorities according to remit.
- 1.7. Assist the Headteacher in the ongoing and annual review of standards of leadership across the school.
- 1.8. Work with the Headteacher to develop a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- 1.9. Promote high expectations for attainment and high aspirations for all.

2 **Specific areas of responsibility: Teaching, Learning and CPD**

- 2.1 Lead the core business of teaching and learning in order to ensure that Sharples School achieves even greater success.
- 2.2 Develop, implement and review the Teaching and Learning, Assessment, Home Learning, Feedback and CPD Policies to continually develop practice across the school.
- 2.3 Lead the development of learning and teaching strategies to improve the achievement of the most able pupils in school and have overall responsibility for this group.
- 2.4 Develop adaptive teaching to ensure that pupils with varying needs and those identified for Pupil Premium and SEND support achieve or exceed their targets.
- 2.5 Work closely with Directors of Subject to understand individual needs of staff in relation to teaching and learning.
- 2.6 Lead on the Sharples Reading Strategy across the school.
- 2.7 Develop in-house CPD and any required external programmes for teachers and associate staff which are responsive to need in order to support school improvement.
- 2.8 Promote a culture of research about pedagogy which enables all staff to understand how pupils learn, how to improve the quality of lessons and thereby raising achievement and transforming learning in Sharples School.
- 2.9 Develop quality assurance systems to inform school self-evaluation and appraisal procedures.
- 2.10 Lead the quality assurance process for middle leaders to ensure accurate evaluation of teaching is developed and maintained which in turn informs future developments/foci on a subject basis.
- 2.11 Liaise with the Professional Mentor to develop and maintain excellent induction programmes for ECT/ITT.
- 2.12 Responsibility for external courses in order to develop staff for succession planning, e.g. NPQ suite and ensure the school can provide relevant coaches/mentors as required.
- 2.13 Respond following Ofsted reports regarding areas for improvement in teaching and learning.
- 2.14 Strategic oversight of outward facing partnerships in order to continually enhance practice and pedagogy.
- 2.15 Maintain active and productive partnerships with local primary schools, secondary schools and FE college(s) as appropriate to the position of Sharples as an outward looking organisation.
- 2.16 Oversee curriculum transition work with primary schools and post 16 providers.
- 2.17 Develop external partnerships/ links to enhance the curriculum and extra-curricular provision.

3. **General Duties for Deputy Headteacher**

- 3.1 To provide professional leadership and management of a key area of the School Improvement Plan.
- 3.2 To assist the Headteacher in the day to day running of the school.
- 3.3 To work closely with the Trustees Board as a member of sub committees and through joint working.
- 3.4 To line manage staff according to school policy and support, challenge and develop them in their roles thus ensuring a culture of accountability at all levels.

- 3.6 To participate in SLT meetings including early morning briefings, weekly meetings and termly strategic sessions.
- 3.7 To be responsible for monitoring staff as directed by the Headteacher.
- 3.8 To carry out other responsibilities as required by the Headteacher.

4. Generic/Teachers

- 4.1 To carry out the duties of a school teacher as set out in the current STPCD. This includes any duties as may be reasonably directed by the Headteacher and the accountabilities expected of class teachers at Sharples School.
- 4.2 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.
- 4.3 To uphold and model the school's principles, policies, aims and values.
- 4.4 To work together, as part of a team, to develop areas of provision that impact positively on learning and teaching across the school.
- 4.5 To actively undertake professional development through keeping abreast of the latest developments locally and nationally.
- 4.6 To undertake annual appraisal, setting and agreeing targets linked to school development plan priorities with the Headteacher.
- 4.7 To lead and manage the appraisal of staff according to remit.

5. General duties and responsibilities

- 5.1 To carry out the duties of a Deputy Headteacher as set out in the School Teachers' Pay and Conditions Document.
- 5.2 To continue to meet the required standards for Qualified Teachers' status.

REVIEW ARRANGEMENTS

The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently Sharples School will expect to revise the Job Description from time to time and will consult with the post holder at the appropriate time

Prepared/revised by: Ms A. Webster, Headteacher **April 2024**

Agreed by Postholder: _____ **Signature:** _____

Date: _____



Person Specification – Deputy Headteacher

	Criteria	Essential Desirable	Evidenced From
Qualifications	<ul style="list-style-type: none"> ● Good Honours Degree ● Qualified Teacher Status ● Post – qualification study relevant to post ● NPQH – possession of, or working towards 	Essential Essential Desirable Desirable	Application form
Professional Development	<ul style="list-style-type: none"> ● Updated professional skills including leadership development ● Child Protection Training ● Evidence of recent professional development and commitment to the development of others ● Participation in work with other schools/agencies ● Experience of leading in-service activities for others 	Essential Essential Essential Essential Desirable	Application form Selection process
Experience	<ul style="list-style-type: none"> ● Successful teaching record at good or outstanding level ● Proven track record of developing teaching and learning across curriculum areas ● Successful experience of leading and delivering CPD and monitoring its impact ● Excellent understanding and use of assessment, including target setting and tracking ● A minimum of three years' successful experience on a school senior leadership team ● Experience of having successfully led whole school initiatives ● Experience of change management in a school setting ● Working in more than one school 	Essential Essential Essential Essential Essential Essential Desirable	Application form
Leadership	<ul style="list-style-type: none"> ● Able to demonstrate behaviours that inspire and motivate others ● Aspirational on behalf of the students, the school and its role in the community ● Able to contribute to ethos and discipline structures via daily duties/assemblies/disciplinary meetings etc. ● A visible leader with whole school presence ● Strategic thinker ● Able to support and articulate a shared educational vision ● Experience of monitoring and evaluating teaching ● The ability to nurture and develop outstanding teaching & learning in others ● Ability to lead and manage decisively within a collaborative ethos ● Experience of leading appraisal (performance management processes) ● Ability to hold others to account effectively ● Experience of working with a governing body ● Demonstrate commitment to extracurricular enrichment ● Achievement in developing links with external partners and the wider community ● Experience of successful parental involvement ● Leadership of the professional development of staff 	Essential Essential Essential Essential Essential Essential Essential Essential Desirable Essential Essential Desirable Essential Essential Desirable	Selection process Supporting statement References

	Criteria	Essential Desirable	Evidenced From
Personal qualities and attributes	<ul style="list-style-type: none"> • Ability to work under pressure and meet deadlines • Innovative and creative thinker • Enthusiastic, energetic and self-motivating • Intellectually versatile, perceptive and innovative • Able to prioritise and delegate as circumstances require • Fluent and effective communicator • Able to establish professional working relationships with all members of the school community • Comfortable in the public domain • Resilient and responds well to pressure • Capable of responding constructively to criticism • Possess a sense of humour and the ability to maintain a healthy work/life balance • Works well as part of a team 	Essential Essential Essential Essential Essential Essential Essential Essential Essential Essential Essential Essential	Selection process References
Safeguarding children	<ul style="list-style-type: none"> • Committed to safeguarding and promoting the welfare of children and young people • To have undertaken recognised safeguarding training 	Essential Desirable	Selection process References

Person Specification prepared/revised by: Ms A Webster, Headteacher, April 2024