



Job Outline

Deputy Headteacher

Responsible to: Headteacher
Salary Grade: L20-24
Full time/Part time: Full time

Job Purpose

To support the Headteacher to achieve the vision of “A community where everyone feels they belong and are the best they can be” and lead on key aspects of leadership in the school.

Safeguarding

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

Principal Accountabilities

Specific responsibilities of the post will be agreed on appointment reflecting the experience, skills and interests of the successful candidate and the needs of the school.

You will play a major leadership role under the overall direction of the Headteacher in:

- (a) formulating the aims and objectives of the school;
- (b) establishing the policies through which they shall be achieved;
- (c) managing staff and resources to that end;
- (d) monitoring progress towards their achievement; and
- (e) publicly supporting all decisions of the Headteacher and Local Governing Committee

The Deputy Headteacher may be required to undertake the professional duties of the Headteacher in the event of their absence from school.

Leadership and Management

- Monitor and ensure high standards of student progress throughout the school;
- Share responsibility for the creation, implementation, monitoring and evaluation of the School Improvement Plan;
- Share responsibility for the accurate creation and upkeep of the school self-evaluation, demonstrating the ability to professionally challenge colleagues to drive school improvement;
- Articulate and model the school’s vision and strategic direction, embedding ambition and driving improvement, across all areas of responsibility;

- Direct and supervise support and teaching staff assigned to them;
- Contribute to the recruitment, selection and appointment and professional development of other teachers and support staff;
- Establish and maintain a culture and ethos that promotes effective collaboration, excellence, equality and high expectations of all students and staff.

Safeguarding Responsibilities

- Demonstrate a commitment to keeping children and young people safe;
- Maintain an awareness of the Trust policies in relation to safeguarding;
- Operate a culture of listening to children and taking account of their wishes and feelings, both in individual decisions and the development of services;
- Report any disclosure made to you to the appropriate person;
- Report any safeguarding concerns in the workplace to the appropriate person;
- Operate clear whistleblowing procedures;
- Sharing information with other professionals;
- Operating safe recruitment practices;
- Ensuring appropriate supervision and support for staff, including undertaking induction, safeguarding training and review of practice;
- Operating and monitoring clear policies for dealing with allegations against people who work with children.

Teaching

- Role model excellence as a leading classroom practitioner, inspiring and motivating other staff;
- Plan and teach lessons to the classes they are assigned to teach within the context of the school's plans, curriculum and schemes of work;
- Assess, monitor, record and report on the learning needs, progress and achievements of assigned students;
- Participate in arrangements for preparing students for external examinations;
- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision;
- Supervise and so far as practicable teach any students where the person timetabled to take the class is not available to do so.

General

- Comply with individual responsibilities, in accordance with the role, for health and safety in the workplace;
- Ensure all duties and services provided are in accordance with the trust's Equal Opportunities Policy;
- The Trustees and Local Governing Committee are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment;

- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with your line manager.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified.

The postholder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description.

This job description may be amended at any time following discussion with the Headteacher and/or CEO and will be reviewed annually.