

THE JOSEPH ROWNTREE SCHOOL

DEPUTY HEADTEACHER PERSON SPECIFICATION

Note: Candidates failing to meet any of the essential criteria will automatically be excluded

[A] Qualifications, Experience and Professional Development

	Essential (E) Desirable (D)	Application (A) Interview (I) Reference (R)
<ul style="list-style-type: none"> Qualified Teacher Status 	E	A
<ul style="list-style-type: none"> Degree 	E	A
<ul style="list-style-type: none"> Meets the requirements re: the National Professional Qualification for Headship 	D	A
<ul style="list-style-type: none"> Professional Development in preparation for Headship/Deputy Headship 	E	A
<p>Leadership and management experience:</p> <ul style="list-style-type: none"> Experience as a Deputy or Assistant Headteacher or equivalent Successfully led, planned, managed and evaluated change which has had a significant impact at whole school level. Demonstrated the ability to work strategically and successfully at a senior leadership level. Working successfully with other education partners and providers. 	D E E D	A A/I/R A/I/R A/I/R
<p>Teaching Experience</p> <ul style="list-style-type: none"> Demonstrated outstanding, sustained, and successful experience as a teacher in a secondary context. Substantial experience of teaching students at Key Stage 3 & 4. 	E E	A/R A

[B] Professional Experience, Knowledge and Understanding

In relation to the role being applied for applicants should be able to demonstrate appropriate experience, knowledge or understanding of...

<p>Shaping the Future</p> <ul style="list-style-type: none"> Can demonstrate strategic thinking and planning that builds, communicates and carries forward a coherent and shared vision. Experience of developing and sustaining a learning culture that has the Inclusion at its core, including high expectations and standards of achievement. 	E E	A/I/R A/I/R
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Leading Pastoral Care		
<ul style="list-style-type: none"> Experience of having implemented a successful attendance or behaviour management policy 	E	A/I/R
<ul style="list-style-type: none"> Experience of leading effective staff development on attendance or behaviour management 	E	A/I/R

Developing Self and Working with Others		
<ul style="list-style-type: none"> Understands the significance of interpersonal relationships and strategies for promoting individual and team development. 	E	I/R
<ul style="list-style-type: none"> Knows how to promote an open, fair and equitable culture. 	E	I/R
<ul style="list-style-type: none"> Has a clear understanding of the impact of change and different leadership styles on individuals and organisations. 	E	I/R

Managing the organisation		
<ul style="list-style-type: none"> Successful experience of the delegation of leadership responsibilities and management tasks as appropriate, and monitoring their implementation. 	E	A/I/R
<ul style="list-style-type: none"> Understands how to establish and sustain effective organisational structures, systems, policy and practice. 	E	I/R
<ul style="list-style-type: none"> Knowledge of and commitment to the implementation of the safeguarding agenda. 	E	I/R

Securing Accountability		
<ul style="list-style-type: none"> Demonstrates a clear understanding of the principles and practice of quality assurance systems, including school review, self evaluation and performance management and have experience of these. 	E	I/R
<ul style="list-style-type: none"> Shows a practical understanding of how to analyse and use the full range of evidence, including performance data and external evaluations, to support, monitor, evaluate and improve aspects of the school, including challenging poor performance. 	E	I/R
<ul style="list-style-type: none"> Experience of holding individuals, teams and whole school to account for student learning outcomes. 	E	A/I/R

Strengthening Community		
<ul style="list-style-type: none"> Understands the importance of listening to, reflecting and acting on community feedback. 	E	I/R
<ul style="list-style-type: none"> Experience of strategies that encourage parents and carers to support their children's education. 	D	A/I/R
<ul style="list-style-type: none"> Experience of building and sustaining effective relationships with parents, carers, other schools and partners and the broader community that enhance the education of students. 	D	A/I/R

[C] Personal Skills and Attributes

The ability to...

Embed successful change across the school by effectively completing tasks and evaluating outcomes within agreed timescales.	E	I/R
Inspire, challenge, motivate and empower teams and individuals to achieve high goals	E	I/R
Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people	E	I/R
Demonstrate personal and professional integrity, including modelling values and vision	E	I/R
Prioritise, plan and organise themselves and others	E	I/R
Think analytically and creatively and demonstrate initiative in solving problems	E	I/R
Be aware of their own strengths and areas for development and listen to, and reflect constructively and act upon as appropriate, feedback from others	E	I/R
Demonstrate a capacity for sustained hard work with energy and vigour	E	I/R
Demonstrate resilience and optimism	E	I/R

[D] Application Form and Supporting Statement

The form must be fully completed and legible. The supporting statement should be clear, concise and related to the specific post. No more than two A4 pages and a maximum of 2000 words. C.V's will not be considered.

[E] Confidential References and Reports

Strong recommendation from all referees, including current employer	E
Satisfactory health and attendance record	E

The applicant will be required to safeguard and promote the welfare of children and young people.

THE JOSEPH ROWNTREE SCHOOL

DEPUTY HEADTEACHER

JOB DESCRIPTION

The appointment is subject to the current conditions of employment of Deputy Headteachers, contained in the School Teachers' Pay and Conditions document, other current educational and employment legislation, relevant teacher and Headteacher standards and the school's Articles of Government.

JOB TITLE: Deputy Headteacher

ACCOUNTABLE TO: The Headteacher

MAIN PURPOSE:

The Deputy Headteacher will:

- Undertake the normal responsibilities of the class teacher.
- Be a member of the Senior Leadership Team.
- Assist the Headteacher in managing the school.
- Support and represent the Headteacher at meetings as and when required.
- Undertake the professional duties of the Headteacher during his/her absence.
- Undertake such duties as are delegated by the Headteacher.
- Play a major role under the overall direction of the Headteacher in formulating and reviewing the School Improvement Plan, aims and objectives of the school by:
 - ◆ Establishing the policies through which they shall be achieved
 - ◆ Managing staff and resources to that end
 - ◆ Monitoring progress towards their achievement.

MAIN TASKS:

The role of the successful applicant will encompass the following areas however the specific nature and balance of these responsibilities will vary according to the strengths of the successful applicant and how these complement the Senior Leadership Team overall.

1. Class teacher responsibilities

- 1.1 To carry out the duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document.
- 1.2 To carry out the duties of a general class teacher as detailed in the school's class teacher job description, including the provision of cover for absent teachers.

2. The internal organisation, management and control of the school

2.1 Leading Pastoral Care

- Leading the development of pastoral care and all related issues in the Joseph Rowntree School.
- To carry out the duties of the Designated Safeguarding Lead for the school.
- Leading the professional development of staff.
- Monitoring and evaluating the quality of pastoral care.
- Responsible for pupil premium strategy, budget and reporting.
- To oversee the development of recognition and rewards across the school.
- Promoting a community focused on Learning and high standards of behaviour.

- Promoting the highest possible expectations in terms of pastoral care.
- Promoting continuous improvement through collaboration within the institution and with other centres which adopt best practice.
- The line management of delegated areas / designated staff.
- To contribute to ITT, NQT and Teach First induction and training.
- Advising the Headteacher on recruitment, performance management and development of staff.
- Communicating the vision for the Joseph Rowntree School, its strategic planning and implementation.
- To work with the Senior Team and middle leaders on school self evaluation which feeds into school improvement.

3. Behaviour, Attendance and Punctuality

3.1 To lead on:

- The development, organisation and implementation of the school's work on securing high standards of behaviour, attendance and punctuality.
- School policies on behaviour management, attendance and punctuality and recording and reporting.
- Ensuring that the pastoral care provided by different house teams form a co-ordinated, coherent and consistent support package for individuals and key groups.
- Ensuring that information on student behaviour, attendance and punctuality is used to improve pastoral care to inform and motivate students, to inform parents and carers, to provide necessary references for other educational institutions and employers, and to aid governors in their future management of the school. Drive agenda items for the school's School Community Committee.
- Ensuring that individual student's continuity of learning and effective progression of achievement are supported by the SEND Department and effective safeguarding arrangements.
- The promotion of extra-curricular activities in accordance with the educational aims of the school.

4. Student care

4.1 To lead on:

- The development, organisation and implementation of the school's policy for the personal and social development of students including pastoral care and guidance.
- The effective induction of students.
- The determination of appropriate student groupings.
- The promotion among students of standards of conduct/discipline and a proper regard for authority and the encouragement of good behaviour.
- The development among students of self-discipline.
- The handling of individual disciplinary cases.

5. The management of Staff

5.1 To participate in the selection and deployment of teaching and non-teaching staff of the school

5.2 To contribute to good management practice by ensuring positive staff participation, effective communication and procedures

5.3 To participate in arrangements made in accordance with the regulations for the appraisal of the performance of teachers in school

5.4 To contribute to staff development policies in relation to:

- The induction of new and newly qualified teachers and other staff
- The provision of professional advice and support and the identification of training needs
- Students under training/work experience

5.5 To demonstrate effective leadership, representation and liaison both within the school and other interested or involved persons or bodies.

5.6 To maintain good relationships with individuals, groups and staff unions and associations.

6. The management of resources

6.1 To contribute to the formulation of the school's policies and procedures concerning resource management

6.2 To allocate, control and account for those financial and material resources of the school which are delegated by the Headteacher.

6.3 To promote an attractive environment which stimulates learning and high standards of behaviour and enhances the appearance of the school.

6.4 To contribute to arrangements for the security and effective supervision of the school buildings, their contents and grounds, including aspects of health and safety.

6.5 To maintain effective working relationships with external agencies and services contracted to the school and the Local Authority.

7. Relationships

7.1 To advise and assist the governing body as required in the exercising of its functions including attending meetings and making reports.

7.2 To assist liaison and co-operation with Authority officers and support services.

7.3 To help in maintaining and developing effective communications and links with parents and to provide positive responses to concerns and problems regarding their children's education.

7.4 To assist liaison with other educational establishments in order to promote the continuity of learning, progression of achievement and pastoral development.

7.5 To assist liaison with other professional bodies, agencies and services.

7.6 To develop and maintain positive links and relationships with the community, local organisations and employers:

- To promote a positive image of the school
- To ensure that the school plays a constructive role in the life of the community and that its curriculum draws on the nature and resources of that community.

***The applicant will be required to safeguard and promote
the welfare of children and young people.***

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document as they relate to Deputy Headteachers.