



Believe Achieve Succeed

SCHOOL: THAMESVIEW SCHOOL

JOB TITLE: DEPUTY HEAD

REPORT TO: HEADTEACHER

GRADE: L18 – L22

PURPOSE: To play a major role under the direction of the Head Teacher in formulating the aims and objectives of the school, establishing the policies through which they shall be achieved, managing staff and resources to achieve the aims and objectives of the school and monitor progress towards their achievement.

Responsibilities/Accountabilities include:

Core Purpose and Accountability –

1. Undertake the professional duties of the Deputy Head Teacher reasonably delegated to you by the Head Teacher.
2. Undertake the professional duties of the Head Teacher, in the event of his/her absence from the school.
3. In partnership with the Head Teacher and the Senior Leadership Team, provide professional leadership and management of key areas of the school.
4. To provide professional leadership and management of School Improvement Plan priorities.

Generic/Teaching –

1. You are to carry out the duties of a school teacher as set out in the Pay and Conditions Document 2017 and subject to any amendments due to Government legislation. This includes any duties as may be reasonably directed by the Head Teacher and the accountabilities expected of class teachers at Thamesview School.
2. To ensure the highest standards of teaching, learning and progress for the subjects taught.
3. Set high expectations which inspire, motivate and challenge students.
4. Promote at least good progress and outcomes for all students.
5. Demonstrate good subject and curriculum knowledge.
6. Plan and teach well-structured lessons.
7. Adapt teaching to respond to the strengths and needs of all students.
8. Make accurate and productive assessment.
9. Manage behaviour effectively to ensure a good and safe learning environment.
10. Ensure that teaching is of a high standard through effective planning and regular evaluation.
11. Make proper arrangements for the assessment of pupils' work as an essential aid to learning and in order to track pupil progress.

Performance Management –

1. To undertake annual Performance Management, setting and agreeing objectives linked to School Improvement Plan priorities with the Head Teacher.

Strategic Direction/Shaping the Future –

1. Ensuring the vision for the school is clearly articulated, shared, understood and acted upon effectively by all staff.
2. Demonstrating the vision and values of the school in everyday work and practice.
3. Motivating and working with others to create a shared culture and positive climate.
4. Review of standards across all areas of school provision.
5. Create costed subject development plans which contribute positively to the achievement of the School Development Plan and which actively involves all staff in its design and execution.

6. Develop and implement policies and practices for the subject/area (s) which reflects the school's commitment to high achievement and is consistent with national and local strategies and policies.
7. Promote high expectations for attainment.
8. Establish short, medium and long term plans for the development and resourcing for the specific areas of responsibility.
9. Monitor the progress made in achieving subject/area plans and targets, and evaluate the effect on teaching and learning.
10. Work with outside agencies and stakeholders to inform future action.

Developing and Enhancing the Teaching Practice of Others –

1. Work with the Head Teacher to raise the quality of teaching and learning and pupil's achievement, setting high expectations and monitoring and evaluating effectiveness of learning outcomes.
2. Provide regular feedback for colleagues in a way which recognises good practice and supports their progress against professional and performance management objectives resulting in a tangible impact on students learning.
3. Develop training and coaching to improve performance and keep abreast of the latest developments in the area and disseminate effectively to other members of staff.
4. Plan, delegate and evaluate work carried out by team(s) and individuals.
5. Create, maintain and enhance effective relationships.
6. Recruit and select teaching and support staff.

Securing Accountability –

1. To ensure the school's accountability to a wide range of groups, particularly parents, carers, governors and the DfE; ensuring that pupils enjoy and benefit from a high quality education, for promoting collective responsibility within the whole school community.
2. Develop a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
3. Work with the Governing Body (providing information, objective advice and support) to enable it to meet its responsibilities.
4. Develop and present a coherent, comprehensive and accurate account of the school's performance to a range of audiences including governors, parents and carers.
5. Reflect on personal contribution to school achievements and take account of feedback from others.
6. Agree, monitor and evaluate the subject pupil progress targets to make a measurable contribution to whole school targets.
7. Engage all staff in the creation, consistent implementation and improvement in schemes of work and curriculum plans which encapsulates key school learning strategies.
8. Provide guidance on a choice of teaching and learning methods/strategies including coaching, modelling and sharing good practice.
9. Develop and implement systems for recording individual pupil's progress.
10. Evaluate the quality of teaching and standards of achievement, setting targets for improvement.

Resource Management –

1. To provide effective organisation and management of the school and seek ways to improve organisational structures and functions based on rigorous self-evaluation.
2. To ensure the school and the people and resources within it are organised and managed to provide an efficient, effective and safe learning environment.
3. Oversee and evaluate the subject/area budget allocation to ensure the budget is spent in line with subject/area learning priorities and best value principles.
4. Secure and allocate resources to support effective learning and teaching within the subject area(s)
5. Monitor and control the use of resources and budget according to the school's agreed financial procedures.

Developing Self and Working with Others –

1. Work with the Head Teacher to build a professional learning community which enables others to achieve.
2. Support staff, within your team and within the whole school, in achieving high standards through effective continuing professional development.
3. Be committed to your own professional development.
4. Implement successful performance management processes with allocated teams of staff.
5. Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture.
6. Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities.
7. Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
8. Develop and maintain a culture of high expectations for self and others.
9. Regularly review own practice, set personal targets and take responsibility for own professional development.

Strengthening Community –

1. To engage with the internal and external school community to secure cohesion.
2. To collaborate with other schools and organisations in order to share expertise and bring positive benefits to their own and other schools.
3. To work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all children.

Not all of the above duties will need to be performed all of the time and will vary according to the needs of the school at different points.

The job description currently is general as the exact nature of the role and responsibilities will be negotiated once we have the successful candidate with the experience, skills and qualities which are aligned to Thamesview School.

Confidentiality

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Thamesview School or to the health and personal affairs of students and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation and you will be required to know when or what information can be shared and in what circumstances it is appropriate to do so.

Data Protection

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the GDPR 2018.

Safeguarding Children

In accordance with the School's commitment to follow and adhere to the Department for Education's guidance entitled "Keeping Children Safe in Education" (2018) and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the School. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the School community and outside agencies, and exercise sound professional judgment, which always focuses upon the best interests of the students and the school.

You are also required to know and comply with the DfE document 'Guidance for Safer Working Practice for working with Children and Young People'. You are required to have satisfactory Enhanced DBS clearance. Your role requires you to observe and maintain appropriate professional boundaries at all

times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the School and uphold public trust and confidence at all times.

Freedom of Information

The post holder must be aware that any information held by the School, in theory, could be requested by the public, including emails and minutes of meetings. It is, therefore, essential that records are accurately recorded and maintained in accordance with the School's policies and procedures.

No Smoking

No smoking is permitted in any part of the premises or grounds managed, leased or owned by Thamesview School. No smoking is permitted in School vehicles.

PERSON SPECIFICATION

(E = essential, D = desirable)

Qualifications

1. Qualified Teacher Status (E)
2. First degree or equivalent qualification (E)
3. Evidence of recent relevant professional development and study e.g. NPQH or Master's, or other training in preparation for Deputy Headship (D)
4. Evidence of further professional development (E)

Successful Experience

5. Successful Senior Leadership experience (E)
6. Senior Leadership experience in more than one school (including 11-18 context) (D)
7. Highly successful experience of leading and managing whole school developments in a number of areas regarding teaching and learning and raising standards of attainment (E)
8. Knowledge and experience of working with Governors (D)
9. Experience of leading training, mentoring, coaching and performance management (E)
10. Experience of supporting community or external agencies involvement in school (D)
11. Experience of producing and implementing strategic and improvement plans and policies (D)

Knowledge and Understanding

12. To have knowledge of a range of leadership and management styles (E)
13. Knowledge of national policies and developments in secondary education, current educational issues, and the statutory and Ofsted frameworks within which a school operates to meet all student's needs (E)
14. What constitutes excellent classroom practice and a clear understanding of how to improve the quality of effective teaching and learning (E)
15. Innovation in curriculum design to enhance teaching and learning which enables students to become self-motivated and effective learners (E)
16. The process of school self-evaluation to ensure that 'better never stops' (E)

Leadership and Management

17. The ability to set high and clear expectations, to hold others accountable for performance and the contributions they make to the school community (E)
18. Excellent interpersonal skills and the ability to relate to people with understanding, humour and tact; to communicate effectively with a wide range of potential audiences and to listen

- and understand the point of view and opinions of other people (E)
19. Accurate interpretation and the effective use of comparative data in raising whole school standards through analysis and evaluation of student data, target setting, assessment for learning and tracking. Ability to clearly and effectively communicate the results of any comparative data to a range of different audiences in simple terms (E)
 20. Able to see the 'big picture' and translate into reality (D)
 21. To be able to deal with people sensitively and calmly to challenge individuals and resolve potential conflict (E)
 22. Presence and the ability to provide strong and visible leadership (E)
 23. Evidence of motivating and promoting good relationships and communication with all Stakeholders (E)

Teaching and Learning – Able to demonstrate evidence of...

24. An excellent classroom practitioner able to secure positive progress (E)
25. Leading and improving teaching through constructive feedback, review and evaluation to secure continuous improvement (E)
26. High expectation of behaviour across the school including effective strategies and Techniques (E)

Personal Qualities

27. The ability to manage time effectively and an ability to work effectively, as part of a team, at all times including challenging circumstances (E)
28. Ability to establish and promote a safe, secure and healthy learning environment for students and staff (E)
29. Ability to promote a healthy work-life balance for staff and oneself (E)
30. Commitment to ensure visible presence to provide strong leadership and lead on duties to safeguard students (E)
31. Committed to undertaking professional training and assist with the professional development of others (E)
32. A sense of humour and a sense of proportion (E)
33. Willingness to contribute to a broad range of out of hours activities and events (E)
34. Have the drive and determination to aspire to Headship (D)
35. Demonstrate a positive approach with enthusiasm, energy and perseverance and use this to motivate others to achieve their personal best (E)
36. Be committed to safeguarding and promoting the welfare of children and be successfully DBS cleared (E)
37. Be approachable, kind and caring with a strong moral compass (E)
38. Be able to take on board feedback positively and act on it (E)