

The Langley Academy

Job Description

Deputy Headteacher

Salary/Grade

L18 -22

Purpose of the job

To lead with the Headteacher in the day-to-day running and strategic development of the academy.

To assist the Headteacher in ensuring the achievement of the highest possible educational standards, creating an atmosphere and structures in which students feel valued and staff have high expectations of them.

Reporting to

Headteacher

Liaising with

Headteacher, Directorate and Leadership Team, ISSP, SASH, external agencies and parents

KEY FUNCTIONS

- To lead with the Headteacher and directorate the day to day running of the academy
- To deputise for the Headteacher
- To assist the Headteacher in leading the development of learning, teaching and the curriculum within the academy, so that it is of the highest quality and meets the needs of all of our learners
- To take responsibility for key aspects of the day to day running of the academy as specified by the Headteacher
- To assist the Headteacher in leading the development of learning and teaching within the academy so that it is of the highest quality and meets the needs of all of our learners
- To uphold the values and ethos of the academy, always presenting the positive face of the academy to staff, students, parents/carers and other stakeholders
- To be a key driver of the Academy Improvement Plan and relentlessly pursue and review its objectives

SPECIFIC RESPONSIBILITIES

The exact detail of the post will be determined by the skill set that best complements the current skills, attributes and experiences of the senior team. The postholder will, under the Headteacher's overall direction, be expected to contribute to the leadership of the Academy on a range of issues.

It is Academy policy to review and redistribute specific responsibilities within the Directorate periodically.

The particular responsibilities of the post will be specified upon appointment. However, there will be some key areas that are likely to form part of the job description.

- To lead on teaching, learning and curriculum development
- To lead on all aspects of our Professional Development Programme
- Contribute to our Quality Assurance process
- Support the Headteacher in leading the Leadership Team
- Chair and lead meetings of The Directorate and Leadership Team as required
- Attend meetings of Governing Body Committees as required
- Manage the work of Lead Practitioners, ITCO and Heads of House, ensuring that the post holders lead effectively to support learning and high standards of progress
- Line manage the work of one or more Heads of Faculty, ensuring that the post holder leads the relevant subject team effectively as evidenced by the quality of learning and teaching and associated student progress
- Support colleagues in these subject areas in dealing with disciplinary issues
- Play a leading role in the process of monitoring and reviewing the Improvement Plan
- Take part in the academy performance management policy, appraising staff as required and using the process to develop the personal and professional effectiveness of the appraisee
- Undertake any other tasks as reasonably required by the Headteacher

This job description should be read in conjunction with the Statutory Requirements contained in the current version of the Academy Teachers' Pay and Conditions document.

Key Processes

All members of the Directorate are expected to contribute to the following processes:

Strategic Direction and Development of the Academy

To work with the Headteacher and The Langley Academy Trust, and the local community to provide and communicate vision, purpose and leadership of the academy, to secure:

- safety and security of all students;
- a forward thinking agenda to meet the needs of learners in the 21st century;
- a clearly defined culture of learning;
- a fully inclusive school which meets the needs of all students;
- a self-evaluating, self-managing school;
- outstanding teaching, learning and achievement
- strong links with the local community and neighbouring schools.

To work with the Headteacher to draw up, implement and review a strategic and operational development plan that, through consultation, identifies appropriate priorities and targets to ensure:

- that the academy meets the needs of all learners;
- every learner achieves to her/his full potential;
- students' behaviour towards and respect for other students and adults is of the highest standard;
- partnerships within the local community that enhance and extend the opportunities for all learners.

In partnership with all educational stakeholders, ensure continuous improvement, the achievement of targets and objectives and the widest possible educational success for our students.

To ensure that the organisation, management, finance and administration of the academy supports its vision and aims.

To establish, monitor, evaluate and review the effectiveness of the academy's policies and provision.

Teaching and Learning

To create and maintain an environment which promotes and secures excellent teaching, effective learning, high standards of achievement, good behaviour, self-discipline and respect for others.

To ensure the learning needs of all pupils are met irrespective of their background, religion, race, class, ability or gender and to monitor and evaluate the progress of each group.

To ensure effective strategies and services are in place to meet the needs of SEN students within a fully inclusive provision.

To ensure that the management and organisation of the curriculum provides continuity across all key stages, meets statutory requirements and the individual needs, aptitudes and interests of the students.

To monitor, evaluate and review teaching, learning and the curriculum to identify areas for improvement and set targets for the school, staff teams, individual staff and students.

Extend the curriculum and improve pupils' achievements and personal development through effective links with parents, the local community and neighbouring schools.

To promote respect and understanding of different cultures, languages, ethnic groups, including faith groups.

To promote and enhance students' spiritual, moral, social and cultural development.

Leading and Managing staff

To lead, motivate, support, challenge and develop staff to secure continuous improvement.

To develop strong links and effective working relationships with parents, governors, the local community and neighbouring schools.

To implement and sustain effective systems for the review and performance management of staff.

To manage the appraisal process to achieve the academy targets.

To motivate and enable staff to develop their knowledge, skills and expertise through high quality continuing professional development.

To ensure that the professional duties of staff are fulfilled, as specified in their appropriate Terms and Conditions of Service.

To prevent and address discrimination in all its forms and promote a tolerant, caring community.

To guarantee equal opportunities in the appointment and employment of all staff in line with Safer Recruitment guidelines.

To working with other members of the Senior Leadership Teams across The Langley Academy Trust to ensure that the assessment and tracking of students' progress and performance is rigorous, in line with assessment policy and provides the required dashboard information for Trustees to monitor overall performance.

Efficient and Effective Deployment of Staff and Resources

To recruit, develop and retain high quality staff.

To deploy staff and resources efficiently and effectively in line with the aims and objectives of the Academy Improvement Plan and within the available budget.

To ensure effective administration, control and audit of budgets and resources to secure value for money.

To manage and organise accommodation efficiently and effectively to meet the needs of learners and meet health and safety regulations.

To work in partnership with partners and contractors to:

- Secure good value for money
- quality assure service levels; and
- manage and maintain the buildings and the site to a high standard.

Accountability

To provide information, advice and support to The Langley Academy Trust and Local Governing Body to enable it to meet its responsibility for securing effective teaching and learning, maintaining high standards of achievement and obtaining value for money.

To present accounts of the academy's performance in a form appropriate to a range of audiences including governors, parents, the local community, OFSTED, the LA as appropriate.

To ensure that parents, students and the local community are well informed about the curriculum, targets for improvement and the learning opportunities offered by the academy

Person Specification

The items indicated by SS should be covered in the candidates supporting statement with evidence of how the criteria have been demonstrated. The Langley Academy Trust is committed to safeguarding and promoting the welfare of the students and expects all staff and volunteers to share this commitment.

Qualifications and experience	Essential	Desirable	How tested
QTS, Degree or equivalent teaching qualification	✓		SS/Ref
Evidence of continuing career development including aspirations to complete NPQH or equivalent courses	✓		SS/Ref
Safeguarding Training	✓		SS/Ref/FI
Effective teaching, learning and assessment	✓		SS/Ref
Successfully implementing strategies to improve teaching, learning and raising standards	✓		SS/ Ref/FI
Safer recruitment training/recruiting staff		✓	SS/Ref/FI

Professional Experience	Essential	Desirable	How tested
A first class teacher with at least 4 years successful experience (all ability 11 - 18 age range)	✓		SS/Ref/Activity
At least 3 years' experience of leading/managing a staff team	✓		Activity
Proven track record in raising standards of student achievement	✓		Activity/FI
Experience of managing a delegated budget		✓	Activity
Experience of understanding and managing student behaviour	✓		Activity
Experience of constructive cooperation with parents and governors	✓		Activity
Leading/managing a whole school initiative/whole school change	✓		SS/Ref/FI
Experience in the use of ICT as a management tool (eg SIMS)	✓		SS/Ref

<ul style="list-style-type: none"> • not undermining fundamental British Values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs • ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law 	✓ ✓	
Staff must have a proper and professional regard for the ethos, policies and practice of the academy and maintain high standards in their own attendance and punctuality	✓	
Staff must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities	✓	

SS - Supporting Statement
Ref - Written references
FI - Formal interview
Activity - Selection activities