



**CROFTON ACADEMY
POST OF DEPUTY HEADTEACHER**

**JOB DESCRIPTION
Salary Scale: L18 to L22**

Professional Duties:

The Schools Teacher's Pay and Conditions document sets out the professional responsibilities of the Deputy Headteacher.

In addition, the Deputy Headteacher is also required to play a major role under the overall direction of the Headteacher in:

- Formulating the aims and objectives of the school;
- Establishing the policies through which such aims and objectives shall be achieved;
- Managing staff and resources to that end; and
- To monitor progress towards their achievement.

In addition:

- Undertake any professional duties of the Headteacher reasonably delegated by the Headteacher
- Undertake the professional duties of the Headteacher in the event of that Headteacher's absence

Responsibilities of the Post

The Governors are seeking to employ a person with a skill and attribution set that has the potential to develop into Headship.

The previous post holder held the main responsibility for the curriculum. This involved development, departmental support, modelling and transition. It also covered the options process and timetable planning and construction. Other areas of responsibility included: SEF development, parents/guardians/staff/pupil surveys and consequent actions, Pupil Voice and organisation of various parents' evenings to support learning.

Whilst this could form the job description of the new Deputy Headteacher, the Governors want to be flexible and focus on individual personal skills and attributes rather than just experience in a limited field. Therefore, the specific responsibilities will be negotiated upon appointment. However, they will include:

- Associate of the Headteacher in all matters of school policy and management
- Member of the School Leadership Team
- Responsibility for the school in the absence of the Headteacher
- Leadership link to agreed departments
- Chairing relevant working groups
- Promotion of the school image
- Representation of the school on local and national groups
- Non-voting member of the Governing Body
- Key role in standards across the school
- Lead role model for staff and advocate for CPD for all staff
- Be an exemplary practitioner in the classroom

Overall to assist the Headteacher in providing dynamic and professional leadership.

Educational Leadership

- Working with the Headteacher and Leadership Team on the strategic direction and development of the Academy in order to maintain it's 'outstanding' rating
- To promote and contribute to the inclusion culture of Crofton Academy
- To lead by example in the development of outstanding teaching and learning
- To model strong leadership qualities across the spectrum of responsibilities
- To work with the Leadership Team to maintain and improve attainment for all
- To effectively deploy staff and resources
- Act as a 'critical friend' by providing effective professional challenge and support to the Headteacher
- Provide information and advice to the Headteacher and the Governing Body
- Support proper accountability processes throughout the school
- Actively seek to extend opportunities to develop partnerships between the school and parents/guardians, the school and wider agencies/communities to the betterment of the Academy

Personal Attributes

- Have a successful track record of whole school responsibility, demonstrating exceptional leadership qualities
- Be energetic, creative, resilient and able to embrace the challenges this exciting post offers
- Have excellent communication skills and demonstrate openness and honesty
- Be an excellent team player and able to work in collaboration
- Lead by example