



# CROFTON ACADEMY JOB DESCRIPTION

**Job Title:** DEPUTY HEADTEACHER (Pastoral)

**Grade:** L18 – L22

**Reporting to:** HEADTEACHER

**Location:** CROFTON ACADEMY, WAKEFIELD

## Key Outcomes/Activities:

### **Job Purpose**

Under the overall direction of the Headteacher, the Deputy Headteacher will be required to provide dynamic and professional leadership through significant contribution to:

- 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;
- monitoring progress towards their achievement and,
- carrying out the professional duties of a qualified teacher in line with the school's expectations and the teachers professional standards at all times.

### **Responsibilities of the Post**

Specific responsibilities will be negotiated upon appointment, dependent on an individual's skills and experience. The core responsibilities will, however, include;

- ensuring a realistic, consistent and school-wide focus on students' behaviour and attendance, using data and benchmarks to monitor progress in every child's pastoral experience;

- responsible for the safeguarding of all pupils at Crofton Academy;
- line management of Year Group Managers and Learning Mentors;
- working with outside agencies and other schools as required;
- being an Associate of the Headteacher in all matters of school policy and management;
- being a member of the School Leadership Team;
- taking responsibility for the school in the absence of the Headteacher;
- taking a key role in standards across the school;
- being a positive role model and an advocate for CPD for all staff;
- supporting the Headteacher in the preparation of school SEF documentation for Ofsted inspections;
- being the Leadership link to agreed departments;
- chairing relevant working groups;
- promoting the school image;
- representing the school on local and national groups;
- being a non-voting member of the Governing Body; and
- being an exemplary practitioner in the classroom.

### **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 take responsibility for own professional development, keeping up to date with research and developments within Teaching;
- 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; and
- actively seek to extend opportunities to develop partnerships between the school and parents, 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 outstanding team player and able to work in collaboration; and
- lead by example.

### **General Academy Responsibilities**

- to be committed to the safeguarding and promotion of the welfare of young people and to demonstrate this commitment in every aspect of this post;
- contribute to and uphold the vision and ethos of Crofton Academy;
- recognise own strengths and areas of expertise and use these to advise and support others;
- promote team work within the school, working in partnership to ensure effective working relations across staff teams;

- treat all users of the Academy with courtesy and consideration; and
- be aware of and comply with all Crofton Academy Policies at all times.

The duties and responsibilities highlighted in this job specification are indicative and may vary over time. Postholders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

<b>REQUIREMENTS FOR THE POST DEPUTY HEADTEACHER</b>			
<b>Key Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
Qualifications	<ul style="list-style-type: none"> <li>• Degree and QTS</li> <li>• Continuing professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Further educational study or action research</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Certificates</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Proven track record of raising educational standards through the effective use of performance data</li> <li>• Previous pastoral experience at middle-management level that includes evidence of managing students' behaviour and attendance, for example, leading a year group or managing SEN/ inclusion</li> <li>• Ability to motivate and inspire others through effective line management</li> <li>• Previous leadership team experience</li> <li>• Proven track record of developing staff</li> <li>• Leadership of a whole school initiative that has raised student attainment levels</li> <li>• Working in an inclusive school, with a mix of social and academic contexts</li> <li>• Evidence of working with outside agencies and other schools</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in more than one teaching establishment</li> <li>• Two or more positions of responsibility in a secondary setting</li> <li>• Working with staff in a planned evaluation programme, with a focus on raising the quality of teaching and learning</li> <li>• Evidence of liaising with primary feeder schools for Y6 transition and induction</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• Tasks</li> <li>• References</li> </ul>
Skills, Knowledge or Abilities	<ul style="list-style-type: none"> <li>• Full understanding of safeguarding requirements, in line with current legislation to</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of life without levels</li> <li>• A knowledge of the new OFSTED</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• Tasks</li> </ul>

	<p>ensure the emotional and physical wellbeing of all pupils and staff</p> <ul style="list-style-type: none"> <li>• An understanding of inclusion and the legislative framework including its role in secondary schools</li> <li>• An understanding of current educational issues for secondary education</li> <li>• An understanding of how to ensure students of all abilities achieve</li> <li>• Dynamic team leader with the ability to lead and manage teams of people and to delegate effectively</li> <li>• An understanding of the process of establishing school improvement priorities</li> <li>• Excellent inter-personal, organisational and communication skills</li> <li>• Knowledge and commitment to safeguarding and promoting the general health, safety and welfare of young people</li> <li>• Ability to evaluate and improve the teaching practice of self and others, using performance data as appropriate</li> <li>• Leads by example with high professional and personal standards</li> <li>• Innovative approach to teaching and learning</li> <li>• An effective communicator and motivator of pupils</li> </ul>	<p>framework</p>	<ul style="list-style-type: none"> <li>• References</li> </ul>
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**Responsibilities for Resources:**

**Line Management:** This job involves some direct line management responsibilities.

**Financial:** This job has no direct responsibility for financial resources, although responsibility could be delegated in the absence of the Headteacher.

**Physical:** This job involves some direct responsibility for physical resources.

**Responsibility for Policy Development:** The jobholder will be expected to contribute to policy development and to be involved in policy consultation.

**Responsibility for Student Outcomes:** The jobholder will drive school performance through the coaching and management of others.

**Working Conditions:** The jobholder will work across the whole school on a daily basis.

**Main Contacts:** Leadership Team, Teaching and Support Staff, Pupils and Parents as required as well as other Schools/ Academies within the local area

**Characteristics of the post:**

The employment checks required of this post are:

- Evidence of entitlement to work in the UK
- Evidence of essential qualifications
- Two satisfactory references
- Evidence of a satisfactory safeguarding check e.g. an Enhanced DBS Disclosure
- Confirmation of medical fitness for employment as required
- Registration with appropriate bodies (where applicable)

This is a description of the job as it exists currently. All Academy job specifications are reviewed and could be varied following consultation in order to reflect future developments, roles and organizational change.

Date completed: April 2016

Signature of Postholder:

Date: