

MATRIX ACADEMY
Job Description – Deputy Headteacher

Salary:	Leadership Scale
Reports to:	Headteacher
Core Purpose:	To provide professional leadership and management and to work in partnership with the Headteacher and members of the senior and middle leadership teams to develop the work of the School in the following key areas:
General Duties:	<ul style="list-style-type: none"> • To deputise for the Headteacher in the event of absence or unavailability, by carrying out leadership management tasks in accordance with school policy and practice • Working with the Headteacher to develop a clearly defined and soundly-based educational vision and a caring ethos to promote and support pupils' learning and their social, cultural, moral and spiritual development. • Ensuring the monitoring, review, evaluation and development of whole school policies which fulfil and contribute to the school's values, aims and objectives. • Ensuring the school development plan identifies and prioritises needs and targets for improvement and relates to and complies with overall financial planning. • Ensuring effective links are maintained and developed and co-ordinated between the School, partner primary schools, parents/carers and the broader community. • To be a lead behaviour professional at the school and to lead on all matters which impact on the performance levels and standards of attainment of pupils and staff. • Ensuring quality assurance for the professional development of all staff.
Leadership and management:	<ul style="list-style-type: none"> • To assist in shaping a vision and direction for the school, setting out very high expectations and with a clear focus on pupil achievement and progression • To play a significant role in setting aims and objectives for the school and in formulating the School Development Plan along with the Headteacher, governors and other senior staff. • To take responsibility for developing and monitoring policy and practice as laid down in the School Development Plan, and in agreement with the Headteacher • To inspire, motivate and influence staff and pupils, taking a leading role in maintaining the highest standards of teaching, learning and pupil discipline • To provide an excellent role model for all members of staff and for pupils in all aspects of school life. • To be an exemplar of all school policies and practices. • To actively promote the aims of the school and offer guidance and support to colleagues • To take a leading role in improving the involvement of parents, carers and the community in the life of the school • To provide effective leadership and management to groups of staff, as agreed with the Headteacher

	<ul style="list-style-type: none"> • To make a significant contribution to the school's continuing professional development programme, including co-ordinating training programmes, delivering INSET and working with individuals and teams in a variety of professional development activities • To assist the Headteacher in school self-review and evaluation and in the effective planning and management of school resources to secure improvements • To provide guidance, support and to coach Key Stage leaders and other staff in order to improve the quality of teaching and learning • To actively promote equality of opportunity by assisting the Headteacher in ensuring the school's curriculum provides the best possible education for all its pupils, taking into account Pupil Premium, ethnicity, gender, Special Education Needs, pupils learning English as an Additional Language, disability and others with emotional needs that may affect learning • To take a significant role in the implementation of the school's performance management policy, to secure school improvement and individual professional development • To participate in recruitment and selection, as agreed with the Headteacher • To coach and mentor colleagues
Other Duties and Responsibilities:	<ul style="list-style-type: none"> • To take whole school assemblies and to support other staff with assemblies as required • To prepare and present reports, as required to, e.g. governors, LEA officers, parents, outside agencies <p>To attend:</p> <ul style="list-style-type: none"> • Leadership meetings • Governing Body meetings to inform Governors of issues related to your role • Performances and other school functions/events
Key Organisational Objectives:	<p>Contribute to the school's objectives in service delivery by:</p> <ul style="list-style-type: none"> • Enactment of Health and Safety requirements and initiatives as directed • Ensuring compliance with Data Protection legislation • At all times operating within the school's Equal Opportunities framework • Commitment and contribution to improving standards for pupils as appropriate • Contributing to the maintenance of a caring and stimulating environment for pupils
Management of Resources:	<ul style="list-style-type: none"> • To manage resources efficiently • Participate in necessary timetabling of resources
Pastoral System:	<ul style="list-style-type: none"> • To ensure the Behaviour Management system is implemented in school so that effective learning can take place
Additional Duties:	<ul style="list-style-type: none"> • To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example

	<ul style="list-style-type: none"> • Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with. • Any other duties as directed by the Headteacher
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This job description may be amended at any time, following consultation between the Headteacher and postholder. These are broad descriptions of the types of duties/activities expected of the post and are not an exhaustive list.

The Headteacher retains the right, as a condition of your employment, to require you to undertake such other duties as may reasonably be expected of you in this post, as specified by School Teachers Pay and Conditions Document not mentioned in the above. These duties will correspond to the general character of the post and are commensurate with its level of responsibility.

Postholder Name: Date:

Postholder Signature: Date:

MATRIX ACADEMY TRUST
Person Specification – Deputy Headteacher

Factors	Essential or desirable	Measured by A – application S - selection method I - interview
Qualifications		
Qualified Teacher Status	E	A
Relevant degree in subject area or related area	E	A
Further professional development in leadership area, e.g. curriculum pastoral	D	A
Ability to teach ages 11-16	E	A/I
Ability to teach Post 16 (for schools with Sixth Form)	D	A/I
Relevant NPQ e.g. NPQSL, NPQH	D	A
Leadership		
Take a proactive role in supporting the headteacher in realising their vision, identifying and driving whole school priorities and improvement actions.	E	A/S/I
Advise headteachers so they are supported in making the best possible decisions.	E	A/S/I
Support the headteacher in matters related to staffing, e.g. investigations.	E	A/S/I
Manage the performance of assistant headteachers.	E	A/S/I
Be accountable for their areas of responsibility.	E	A/S/I
Take collective responsibility for managing behaviour, even if it is not their specific responsibility.	E	A/S/I
Ability to plan and deliver plans which will secure stronger pupil outcomes and deliver. Strong knowledge of what makes for successful implementation and how to pre-empt and overcome barriers.	E	A/S/I
Know when to take a step back and be strategic.	E	A/S/I
Ability to lead and manage staff for who they are directly responsible, so everyone performs to their best, taking decisive action when underperformance dips.	E	A/S/I
Develop those they line manage so that they are always ‘growing the next layer’.	E	A/S/I
Collaborate with leaders from across their school and other trust schools.	E	A/S/I
Take responsibility for identifying their development needs and ways to address these.	E	A/S/I
Abilities		
Ability to create a learning environment that allows pupils to focus on learning.	E	A/S
Ability to clearly instruct pupils, checking prior knowledge, imparting new knowledge and thoroughly checking they have ‘got it’ before moving on.	E	A/S
Has up to date subject knowledge.	E	A/S/I

Has to date subject pedagogical knowledge (how to teach their subject).	E	A/S/I
Ability to identify misconceptions, unpick them and then teach pupils so they have a better understanding.	E	A/S
Can motivate pupils by having them maintain a high success rate.	E	A/S
Ability to assess pupils accurately, use this information to adapt their planning and guide pupils to improve their understanding.	E	A/S/I
Ability to reflect on their teaching and precisely identify how they can make their teaching even better.	E	I
Know the legal requirements, policies and guidance on safeguarding.	E	I
A track record of strong pupil outcomes.	E	A
Practical Skills, Personal Qualities and Behavioural Attributes		
Excellent communication, planning, organisational, listening and time management skills.	E	A/S/I
Commitment to regular and on-going professional development and training to sustain and improve all aspects of school life.	E	A/I
Support the headteacher in recruiting and retaining the best talent, including identifying workload efficiencies.	E	A/S/I
Collaborate with practitioners from their school – and beyond – to design and implement an ambitious, well sequenced and well resourced curriculum.	E	A/I
Work effectively alone and as a part of a team.	E	A/I
Develop positive relationships and act as a role model to staff and students.	E	A/S/I
Resilience, motivation and commitment to driving up standards of achievement.	E	A/S/I
Uphold all teacher standards, including abiding by relevant legislation and following policies and procedures of the school/trust.	E	A/S/I