



Blue Coat

Church of England School
& Music College



Inspire Education Trust

Together we achieve, individually we grow

Job Description

Job Title: Deputy Headteacher – Quality of Education

Employment Status: Permanent

Working hours: Full Time

Responsible to: Associate Headteacher/Headteacher

Leadership of:

- Middle Leaders as appropriate
- Department teams as appropriate
- Assistant Headteachers as appropriate

Job Purpose:

The primary objective of this role is to provide support and assistance to the Headteacher and Associate Headteacher in leading and managing the school.

Specific Leadership Responsibilities

(Quality of Education: Progress, Attainment & Curriculum Provision)

Support the Headteacher and Associate Headteacher in providing strategic direction and leadership for all matters relating to progress, attainment and curriculum provision within the school.

Oversight and leadership of key matters relating to the development, implementation and review of the curriculum, including being responsible for:

- Leadership of progress and attainment for the whole 11-16 cohort
- Leadership of the assessment and reporting policy and practice (supported by an Assistant Headteacher) responsibility for examinations (managed by Exams Office) and external accountability measures
- Quality of Education across all Key Stages with clear intent and implementation at school and department level; knowledge, skills and understanding appropriately sequenced and assessed at all Key Stages but in particular Key Stage 3 leading to quality first teaching for all with a particular focus on Low Prior Attainers, Disadvantaged and SEND learners (supported by an Assistant Headteacher)
- Pupil Premium & Disadvantaged student progress and oversight of intervention, spend and curriculum recovery post COVID (supported by an Assistant Headteacher)
- Oversight of timetable planning and staff deployment working alongside the Associate Headteacher
- Line management of key departments as appropriate.
- Line management of Senior and Assistant Headteachers as appropriate.



Blue Coat

Church of England School
& Music College



Inspire Education Trust

Together we achieve, individually we grow

Generic Responsibilities (All Deputy Heads)

Support the Headteacher in relation to:

- Ensuring that the objectives of the school are met through the implementation of the policies of the Governing Body.
- Managing the day-to-day operation of the school - including providing appropriate challenge and support to secure the professional and personal development of all staff.
- Securing the cost-effective management of the school's finances.
- Providing strong innovative leadership that results in a high quality, flexible learning and social environment with equality of access for all.
- Ensuring that all students benefit from the highest-quality education and achieve outstanding personal and educational results.
- Working in partnership with all stakeholders to achieve the school's aims and objectives.

Management:

- Lead, manage and develop middle leaders and Assistant Headteachers as appropriate.
- To maximise levels of achievement for all pupils in the school through ensuring good conduct and an adherence to Blue Coat expectations.
- To identify, plan and implement the aims of the school with the rest of the senior leadership team.
- To ensure monitoring, implementation and evaluation of identified aspects of the school so as to promote pupil progress and appropriate levels of attainment.
- To help develop the wider school curriculum to promote the development of the whole child.
- Keep abreast of current local and national educational developments and ensure effective dissemination amongst appropriate colleagues.
- To advise the Headteacher and senior leadership team on developments in given areas and on their potential impact on the school.

Student conduct and engagement:

- Oversee the management of behaviour and student attitudes to learning across the school ensuring that school expectations are consistently understood and applied.
- Further develop rigorous and robust systems and procedures to enhance school systems.
- Lead and manage middle and senior leaders as appropriate.
- To ensure efficient and effective administrative procedures are in place for the day-to-day running of the school as appropriate.
- Take a lead on whole school events as appropriate.
- Work closely with key stakeholders within the identified areas of responsibility.
- To maintain direct contact with external agencies as appropriate.
- To meet with parents and students as necessary.



Blue Coat

Church of England School
& Music College



Inspire Education Trust

Together we achieve, individually we grow

Strategic leadership and operational management to secure educational excellence:

- To contribute actively and substantially to building, communicating and implementing a shared vision for the school.
- To lead the planning, development and implementation of key areas of the school's improvement plan.
- To build capacity within the staff of the school to deliver and sustain the highest quality of provision and achievement for students across the school.
- To be accountable for effective project management of deadlines, engaging staff, delegating, holding areas accountable and securing resource to deliver the highest quality outcomes.
- To actively model and promote the values, vision and ethos of this Christian school which serves a multi-faith, multi-ethnic community.
- To be accountable for the continuing effective work of all staff for whom the post holder has responsibility, line-managing, training, mentoring and coaching staff as appropriate, to enable them to give of their best.

Significant contribution to the collaborative work of senior and system leadership:

- To deputise for the Associate Headteacher and Headteacher as required.
- To lead, with other members of the SLT relevant policies across the school.
- To work with the Headteacher & Associate Headteacher, to plan and organise the effective working of the SLT.
- To contribute at a high level to policy discussions and decisions on curriculum, assessment, pastoral management, safeguarding, staff development and training, finance and estates issues, staff recruitment, appointment and management.
- To be ready to take on new tasks and responsibilities within SLT as needs arise.
- To be informed about national policy, educational research and evidenced-based practice, and bring this to SLT for deliberation.
- To engage with commitment with the school's role in system leadership working collaboratively and productively with partners and managing the interface with the school, so that there is continuous benefit for pupils.
- To work alongside the Headteacher and SLT to develop the role of Blue Coat within the Inspire MAT, contributing to strategic discussions and maximising practical opportunities to become involved in the work of the Trust at a senior level.

Staff management and development:

- To lead, develop and enhance the teaching practice of others through the line management process.
- To train, mentor and coach staff in the development of teaching and management skills.
- To contribute to and lead school CPD.
- To monitor, renew and quality assure the areas specified in the individual's role, and respond in a structured way to identified needs.



Blue Coat

Church of England School
& Music College



Inspire Education Trust

Together we achieve, individually we grow

Pupils and parents:

- To lead and develop a climate for pupils' learning and development that is warm, nurturing, with high expectations and clear, firm boundaries.
- To contribute to safeguarding policy and practice.
- To commit fully to and publicly advance the cause of equal opportunities and the right of every student to become the best they can be and are meant to be.
- To model restorative practice throughout.
- To work closely with parents and engage them in their children's progress. To make every effort to reach out to parents who do not engage with school.
- To support, with other members of SLT, the activities that pupils become involved in within the curriculum and in enrichment opportunities, and the staff who provide the opportunities for young people

To line manage:

- Middle Leaders as appropriate.
- Department teams as appropriate.
- Assistant Headteachers as appropriate.
- Ensure that the Headteacher, Associate Headteacher and Directors/Governors are well informed about the school's policies, plans and priorities, its success in meeting objectives and targets, and any future development needs.
- Support the Headteacher and Associate Headteacher in the deployment of staff and support those staff in their duties.
- Maintain and develop positive and supportive relationships with staff, parents, community representatives and directors/governors

Meetings:

- To meet and work with the CEO of Inspire, Headteacher, Associate Headteacher, Leadership Team, key colleagues and teams as appropriate.
- To attend, lead and contribute to team meetings as appropriate.
- To Chair and lead identified meetings and ensure the active contributions of staff to the effective delivery of planned programmes. It is also important to provide effective channels of communication, support, guidance, challenge for all staff, and maintain clear expectations and high standards of professionalism and collaboration.
- To work with the Headteacher, Associate Headteacher and other members of the Leadership Team in ensuring that the CEO and Governors have information in order to evaluate the progress that is being made in appropriate key areas.
- To attend Full Governor meetings as appropriate.
- To attend external meetings as appropriate.



Blue Coat

Church of England School
& Music College



Inspire Education Trust

Together we achieve, individually we grow

Other school responsibilities

- To lead whole-school assemblies as appropriate.
- To be a visible and accessible presence in and around school.
- To comply fully with the school's health and safety policy.
- To develop and promote policies and procedures that ensure that the school's ethos is reflected in every aspect of the school's work.
- To teach a limited timetable.
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To continue with one's own personal and professional learning in relevant areas and in education relating to the efficient and effective execution of responsibilities.
- To engage actively in the Appraisal process and the Performance Management of nominated staff
- To undertake any reasonable task at the request of the Headteacher.
- Any other duties that might reasonably be required of a Deputy Headteacher.

Safeguarding and Child Protection

- Knows what to do if they have concerns about a child
- Takes on the responsibility for providing a safe environment and promoting children's welfare
- Undertakes regular safeguarding and child protection training
- Familiarises themselves with *Keeping Children Safe in Education part 1* (KCSIE) and local policies and procedures as directed by the trust/academy

Other

- Carries out any other duties as directed by the Headteacher that are within the scope, purpose and spirit of the role
- Attends regular continuing professional development (CPD) as required by the school, and other optional relevant CPD to develop good practice
- Proactively takes steps to ensure their mental health and wellbeing is protected, seeking further support if appropriate

The description above is not intended to be prescriptive but represents the broad strands under which the job should be fulfilled. Specified tasks will be negotiated and agreed through appraisal and line management.

Blue Coat Church of England School and Music College is committed to safeguarding and promoting the welfare of children. Any offer of employment to the above post will be subject to receipt of a satisfactory disclosure from the Disclosure and Barring Service.