

JOB DESCRIPTION

Job Title:	Deputy Headteacher	Salary: Leadership scale 17-21
Location:	Whitley Academy	Hours of work: Full-time

1. GENERAL

- 1.1 To undertake the duties of a Deputy Headteacher as specified in the current School Teachers' Pay and Conditions document.
- 1.2 To undertake in the absence of the Headteacher, and to the extent required by her or the relevant body, the professional duties of the Headteacher.
- 1.3 To undertake key leadership and management tasks as may be required by the Headteacher.
- 1.4 To serve as a member of the Leadership Team and assist with the development, implementation, monitoring and evaluation of school policy.
- 1.5 To assist with the preparation of job descriptions, person specifications, interviewing and appointment of staff, as required.
- 1.6 To fulfil line-management and subject link responsibilities, as agreed with the Headteacher.
- 1.7 To undertake an appropriate teaching timetable
- 1.8 To lead a proportion of assemblies.
- 1.9 To play a full and active part in the school development planning process and to assume responsibility for sections of the SEF.
- 1.10 To promote effective links with parents, governors, the local community, other schools and the commercial sector.
- 1.11 To attend and contribute to the Full Governing Body and Finance Committee meetings and to service one other Committee.
- 1.12 To set high professional standards by personal example.

2. CORPORATE ROLE OF THE LEADERSHIP TEAM

- 2.1 To provide strategic leadership, clear direction and effective management for the school as a whole
- 2.2 To ensure the production and delivery of whole school aims, targets, policies, the Strategic Framework and the SEF;
- 2.3 To maintain a high profile presence, and to be accessible to and supportive of students, staff, parents and the wider community;
- 2.4 To ensure that Whitley Academy plays an active and influential part in educational and other partnerships, locally, regionally, nationally and internationally.

3. SHARED TASKS

- 3.1 Whole school behaviour management
- 3.2 Taking a lead role in creating positive relationships across the school
- 3.3 Incident and conflict resolution
- 3.4 Leadership representation at evening events
- 3.5 On call/ gate duty/ lunch duties/detention duties
- 3.6 Attendance at SLT meetings before and after school

4 SPECIFIC JOB FOCUS – TBC

The specific focus will be dependent on the successful applicant's skillset and experience. All members of the Senior Leadership Team benefit from the rotation of specific foci and responsibilities as part of succession planning, professional development and to reflect the needs and priorities of the school.



FINHAM PARK
MULTI ACADEMY TRUST

On appointment or review, the post-holder should sign below to indicate acceptance of, and agreement with, this job description

Signed: Date:

Print Name:

Prepared by BP 9.6.22

Whitley Academy and Finham Park Multi Academy Trust are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects our staff and volunteers to share this commitment.