

JOB DESCRIPTION

Job Title	STEP Deputy Headteacher
Grade	L8-12
Responsible to	Headteacher / Head of School

Job Purpose:

- Promote the agreed vision of STEP Academy Trust.
- To support and promote the aims and ethos of STEP Academy Trust.
- To provide an example of inspirational and outstanding teaching for colleagues.
- Be committed to raising standards of achievement.
- To play a leading role in the school improvement process.
- To contribute to the on-going process of Academy self-evaluation.
- Implement all the policies agreed by STEP Academy Trust, Board of Trustees and Academy Committee.
- Provide a safe, welcoming, organised, creative and interesting learning environment.
- Be aware that each child has a right to equal opportunities and equal access to the curriculum.
- Maintain high expectations and insist the children always produce their best.
- Work collaboratively with colleagues, setting high professional standards.
- Maintain good order and discipline amongst the pupils when they are in school and engaged in school activities elsewhere.
- Be sensitive to the linguistic, cultural and ethnic backgrounds of the children and show an awareness of gender and class issues.
- Take an active part in the life of the Academy.

Key Accountabilities:

- Deputise in the absence of the Headteacher/Head of School.
- Develop a senior leadership partnership with the Headteacher/Head of School and Senior Leadership Team. Work with them to ensure that the school meets challenging targets for improvement.
- To work alongside the Head of School in leading staff development and staff appraisals.
- Work with the Headteacher/Head of School to implement policies and procedures.
- Together with the Headteacher/Head of School, oversee assessment and tracking procedures and regularly analyse results.
- Monitor the impact of support programmes for underachieving pupils, and feedback for teachers, learning support assistants and Governors.
- Undertake any professional duties that the Headteacher/Head of School might delegate.
- Manage staff training courses and cover for absent staff.
- Be responsible for the school diary and liaise with other senior managers to arrange cover as and when required.

Safeguarding commitment

STEP Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for this post.

Personal Development

Maintain a commitment to your own professional development. Be aware of changing employment legislation, new developments and innovations through the use of publications, internet and other resources. Stay informed about relevant changes and emerging themes within the sector.

Commitment to Equality and anti-racism

STEP Academy Trust has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

Commitment to Diversity

Take individual and collective professional responsibility for championing the Trust's anti-racism agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.

Green Statement

Seek opportunities for contributing to sustainable development of the Trust, in accordance with the Trust's Green Commitment. In particular, demonstrate good environmental practice such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction.

Data Protection

To be aware of the Trust's responsibilities under the Data Protection Act 2018 and GDPR and ensure compliance.

Confidentiality

You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence.

Health & Safety

Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

The post holder may be required to perform other than these duties given in the job description. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility. The job description is not a comprehensive statement of duties but sets out the main expectations of the Trust.

PERSON SPECIFICATION

Job Title: STEP Deputy Headteacher

Category	Essential	Desirable	Assessed by: Application Form	Assessed by: Interview	Assessed by: Task
Qualifications & Experience					
Qualified Teacher Status, and recent and relevant CPD.		NPQH qualification, or willingness to work towards.	✓	✓	
Record of outstanding classroom practice with at least 5 years teaching experience		Experience teaching across key stages.	✓	✓	
Evidence of leading and maintaining a whole school initiative linked to school improvement.		Experience of impact across academies over multiple sites	✓	✓	
Evidence of successful curriculum leadership and involvement in school improvement planning.		Experience of curriculum design and coherence.	✓	✓	✓
Proven track record of raising standards and meeting challenging targets.			✓	✓	
Experience of leading and managing a team, and of performance management.			✓	✓	
At least 3 years recent and relevant senior leadership experience in a primary school.			✓	✓	
Experience of child protection/ safeguarding with up to date training or willingness to undertake training			✓	✓	
Knowledge & Understanding					
Understanding of innovative and creative strategies that enable children to make excellent progress.				✓	✓
Able to analyse, interpret and respond to school performance data, identifying areas for improvement.			✓	✓	
Excellent understanding of curriculum and pedagogical issues, including recent developments within the primary phase.			✓	✓	
Understanding of statutory and non-statutory primary frameworks.			✓	✓	
Thorough understanding of and commitment to equality of opportunity			✓	✓	
Knowledge of safeguarding and child protection issues.			✓	✓	
Personal Skills and Attributes					
Able to demonstrate resilience, and willing to face new challenges with enthusiasm and positivity.			✓	✓	
Ability to work independently and on own initiative; take responsibility for own professional development.			✓	✓	