

Deputy Headteacher, Gravesend Grammar School – Job Description

Pay scale: L20 – L23

An exciting opportunity has arisen for an ambitious, dynamic and highly capable person to apply for the new position of Deputy Headteacher to join the recently appointed Headteacher.

This post would suit someone with experience of being a member of a Senior Leadership Team, an Assistant Headteacher, or a Deputy Headteacher looking to further their areas of responsibility. This does not rule out a talented middle leader, but you must be able to demonstrate how you have influenced whole School improvement.

The current structure of the Senior Leadership Team comprises:

- Headteacher
- Head of KS3 (Assistant Head teacher)
- Head of KS4 (Assistant Head teacher)
- Head of 6th Form (Assistant Head teacher)
- Director of Support Services

The Deputy Headteacher should:

- Be focussed on learning
- Be able to demonstrate high quality leadership
- Reflect the highest possible professional standards
- Consistently model the values, vision and ethos of the School

Main Responsibilities

The Deputy Headteacher will be required to undertake any professional duties reasonably delegated to them by the Headteacher, including deputising for the Headteacher in his absence. He/she will play a major role in School leadership under the overall direction of the Headteacher, supporting and working closely with him in the following areas:

1. Specific responsibilities

- Directly line manage the heads of School (next tier of leadership)
- Oversight of the structure, content and delivery of the curriculum, keeping abreast of national developments and requirements and ensure teaching colleagues have an awareness of developments
- To be a conduit between the leadership and those with responsibility for writing the timetable
- Promote the highest standards of teaching and learning
- Play a leading role in quality assurance and School self-evaluation
- Oversee (in conjunction with the Headteacher) the management of teaching staff appraisals, capability and disciplinary proceedings as required
- Oversee Departmental Action Plans and contribute to the School Development Plan
- Assist with the recruitment of staff
- Teach an appropriate timetable

2. Shaping the future

- Contribute to a shared ambitious vision within the context of a high performing Grammar School
- Articulate and model the core educational values and moral purpose of the School
- Inspire, challenge and empower colleagues to carry the vision forward

- Formulate, consult on and review policies and lead on their implementation to support the School vision, including ensuring policies are reviewed at the correct time and through the Governing Body
- Think creatively to anticipate and solve problems
- Influence on change and innovation, including the use of appropriate new technologies

3. Managing the organisation

- Provide effective organisation and day-to-day management, seeking improvements based on good evaluation and wider knowledge of alternative structures
- Promote autonomy through distributed leadership and management
- Develop and monitor people's roles to build capacity and achieve best value
- To promote personal well-being, motivation and effective working relationships with colleagues
- Ensure that decision-making is informed and based on sound analysis and priorities
- Collaborate effectively with other organisations
- The Deputy Headteacher will be a designated safeguarding officer

4. Personnel and communications

- Build a professional learning community where colleagues feel valued and supported
- Challenge and motivate others to attain high goals, empowering individuals and shared leadership
- Foster an open, fair, equitable culture and manage conflict
- Collaborate and network with others within and beyond the School
- Sustain the excellent public image and reputation of the School
- Consult and communicate with the Governing Body, staff, pupils, parents and carers
- Engage in dialogue; listen to, reflect and act on community feedback
- Attend major School events, functions and Governors meetings

5. Securing accountability

- Be accountable to pupils, parents, carers and governors for the success and celebration of the School's performance
- Demonstrate political insight and be aware of statutory educational frameworks, obligations and trends
- Promote the School's values so that the moral, social, emotional and cultural development of all its pupils enables them to play their part in establishing a fair and equitable society

6. Finance

- Work closely with the Headteacher, Director of Support Services and Governors on good financial management
- Ensure sound strategic financial planning and budgetary management
- Ensure value for money on School educational resources

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Deputy Headteacher will carry out. The successful candidate would be expected, and actively encouraged, to look critically at all areas of the post and bring their own experience, ideas and expertise to the role.

Qualifications and experience	Essential Desirable	How identified A application C certificates I interview R reference
Graduate with Qualified Teacher Status	Essential	A,C
NPQSL or NPQH	Desirable	A,C
Evidence of preparation for leadership through Continuous Professional Development	Essential	A, R
Significant experience in secondary School(s) as a member of a senior leadership team, an Assistant Headteacher or Deputy Headteacher.	Desirable	A, R
Experience of having contributed to School improvement that has led to improved outcomes	Essential	A, R , I
Personal experience of: <ul style="list-style-type: none"> • Motivating, inspiring and leading staff • Safeguarding and promoting the welfare and wellbeing of all students • Strategic development planning and self-evaluation • Raising standards in learning and teaching and improving outcomes • Developing effective teams. • Managing a demanding workload 	Essential	A,R,I

Safer Recruitment:

The School is committed to safer recruitment, and the following process will be applied:

- Completed application form, no CV's will be accepted
- Two references will be required in hard copy prior to offer
- A written offer will be made
- An enhanced check with the Disclosure and Barring Service
- Completion of full background checks
- A contract will be issued
- Training regarding safeguarding and child protection procedures will be undertaken prior to commencing role