



JOB DESCRIPTION & PERSON SPECIFICATION Deputy Head of Centre

Job Title : Deputy Head of Centre, Location : Wellspring Academy Trust, Grimsby

Grade : L1 – L5

1. PURPOSE OF THE JOB

To assist the Assistant Principal (Head of Centre) with the management and organisation of the Academy in seeking to achieve the highest standards of pupil achievement and Academy efficiency, and deputise in the absence of the Assistant Principal (Head of Centre) both at short notice and over a longer term.

To play a major role in assisting the Assistant Principal (Head of Centre) to:

- Formulate the aims and the objectives of the Academy
- Establish the systems through which they are to be achieved
- Managing staff and resources towards their achievement
- Monitoring pupil progress
- Develop a curriculum to meet the needs of the pupils within the Academy

2. IN RELATION TO THE STATUTORY REQUIREMENTS

The appointment is subject to the current conditions for Teachers in Schools contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and other current legislation.

3. DUTIES AND RESPONSIBILITIES

Shaping the future - The Deputy Head of Centre will:

- Ensure the vision for the Academy is clearly articulated, shared, understood and acted upon effectively by all
- Motivate and work with others to create a shared culture and positive climate
- Work with individual staff and teams to translate the Academy vision into agreed objectives and operational plans which will promote and sustain Academy improvement
- Support the vision, ethos and policies of the Academy and promote high levels of achievement throughout the Academy.
- Actively support the Executive Principal, Executive Vice Principals, Governors and staff in the promotion and achievement of the aims and objectives of the Academy.
- As a member of the Academy leadership team, be involved in the planning, monitoring, evaluation and development of the Academy curriculum through the Academy Improvement Plan.
- Support all staff in achieving the priorities and targets the Academy sets and monitor the progress towards meeting them
- Contribute to the Academy's organisation and overall strategy of the Academy through Leadership and Senior Management Team meetings.

Leading teaching and learning - The Deputy Head of Centre will:

- Lead, help shape and have oversight of literacy and/or mathematics within their setting
- Be a good role model to all staff within the Academy and reflect a high level of professional competence in their teaching.
- Ensure that all pupils within the Academy have access to a broad, balanced, relevant, challenging and highly differentiated curriculum
- Support the Executive Principal and Leadership Team in determining, organising and implementing the curriculum and its assessment; monitor and evaluate them in order to identify and act on areas for improvement
- Facilitate collaborative working within and across settings between class teachers, learning teams and colleagues from other services, e.g. Educational Psychologists, Speech Therapists
- Take responsibility for implementing assessment, recording and reporting policy across their setting
- Ensure that all individual PEPs are successfully implemented and reviewed
- Be responsible for developing stimulating and challenging learning environments which secure effective learning and provides high standards of achievement, behaviour and discipline
- Ensure there are efficient and effective systems within their setting to support end of Key Stage statutory reporting and examination protocols
- As part of the leadership team, monitor, evaluate and review class room practice and manage improvement strategies
- Analyse and interpret Academy data to inform classroom practice across the Academy
- Organise, monitor and evaluate the range of intervention strategies employed throughout the Academy setting ensuring that resources are targeted correctly towards those pupils requiring additional support
- Contribute to monitoring the quality of teaching and children's achievements across the whole Academy including the analysis of performance data, in partnership with the Executive Principal and other members of the leadership team
- Act as role model for others through the setting of high personal standards of classroom practice in order to develop a stimulating and challenging learning environment which secures effective learning and provides high standards of achievement, behaviour and discipline

Developing self and working with others - The Deputy Head of Centre will

- Manage positive working relationships with all staff
- Motivate and challenge all staff to maintain high expectations of behaviours
- Support the implementation of Academy procedures for staff induction, professional development and performance review

Managing the organisation - The Deputy Head of Centre will:

- Contribute to procedures to recruit and retain staff
- Deploy staff appropriately on a day to day basis within their setting under the guidance of the Assistant Principal or in their absence.
- Ensure that policies and practices take account of national and local policies and initiatives
- Contribute to managing the Academy environment to ensure that the Academy meets all health and safety regulations

- Support the self-evaluation process utilising a range of tasks to promote thorough self-review
- Be involved in the implementation of Performance Management of colleagues and integrate this into their professional development
- In partnership with the Executive Principal and Executive Vice Principals; organise, monitor and evaluate the work of those members of staff responsible for implementing intervention strategies across the Academy
- As member of the Leadership Team share whole Academy responsibility for the pastoral care of pupils and staff
- Ensure staff are well informed of all aspects of Academy life in order to promote good communication and high morale. Encourage the practice of working as a team
- Contribute to maintaining a secure, orderly and constructive lunchtime
- Show commitment to the development extra-curricular activities of the Academy
- Assist the Executive Principal and Executive Vice Principals in maintaining and developing a positive and constructive partnership with parents and the local community
- Contribute to managing student and graduate teacher placements within the Academy

Securing accountability - The Deputy Head of Centre will:

- Contribute to managing staff roles and ensure that responsibilities are clearly defined, understood and agreed
- Provide information for the Executive Principal and Executive Vice Principals or Local Governing Body to enable them to meet their statutory responsibilities
- Present the Academy's performance and other Academy initiatives to a range of audiences; parents, Governors, Academy Leadership tem and other external agencies

Strengthening the community - The Deputy Head of Centre will:

- Work with other agencies to ensure learning experiences and opportunities for pupils are integrated into the wider community
- Contribute to managing to developing the reputation of the Academy with the outside community
- Create and maintain partnerships with parents and carers to support and improve pupils' achievement and personal development

Safeguarding - The Deputy Head of Centre will:

Ensure that the child protection policies and procedures adopted by the governing body are fully implemented and followed by all staff

Ensure that sufficient resources and time are allocated to enable staff to discharge their child protection related responsibilities effectively

Efficient and effective deployment of resources - The Deputy Head of Centre will:

- Be aware of and respond appropriately to any health and safety issues raised by members of the team
- Co-ordinate aspects of Academy improvement
- Draw up duty and other rotas after consultation with staff
- Lead assemblies / team meetings on a regular basis
- Ensure that they remain up to date on developments and issues with regard to the management and curriculum of the Academy Executive Vice Principal in the co-ordination of the in-house INSET programme
- Contribute to work with the Executive Principal and Executive Vice Principals in establishing priorities for expenditure for the Academy, and in monitoring the effectiveness of spending and usage of resources
- Take on any additional responsibilities that might from time to time be determined by the Head of School

Accountability - The Deputy Head of Centre will be:

- Responsible to the Executive Principal, Executive Vice Principals, Assistant Principal (Head of Centre)
- Contribute to the direction of learning support staff, students and volunteer helpers within their setting

DEPUTY HEAD OF CENTRE PERSON SPECIFICATION	Essential / Desirable	How Identified Application/Selection Process/Interview
Leadership and management		
Ability to build effective relationships with staff, parents, governors and other agencies	E	APP / SP
Ability to line manage staff	E	APP / SP
Ability to make and implement difficult decisions	D	I
Shaping the future		
Implements an improvement plan across a key stage area or classroom, identifying the priorities and evaluating the impact	E	I
Works with and motivates teams and individuals to implement changes across the school	E	APP / SP
Leading Teaching and learning		
Knowledge of leading and designing curriculum	E	APP / SP
Being an outstanding teacher – by national standards	E	I
Knowledge of using data to monitor pupil progress	E	APP / SP
Knowledge of assessment tools to monitor teaching and learning	E	APP / SP
Ability to identify effective interventions to ensure pupils maintain good progress	E	APP / SP
Ability to identify excellent classroom practice to enable teachers to improve, through effective feedback	E	APP / SP
Developing self and working with others		
Regularly reviews own practice and continually participates in quality CPD	E	APP / SP
Uses CPD to motivate, enthuse and develop staff	E	APP / SP
Ability to plan and allocate work effectively	E	I
Ability to coach and mentor staff	E	APP / SP

Managing the organisation		
Contributes to managing the school's environment in line with health and safety regulations	D	APP / SP
Securing accountability		
Holds people to account for what they have agreed to deliver	E	APP / SP
Provides performance data to parents and governors	D	APP / SP
Strengthening the community		
Builds relationships with community groups, outside agencies and other schools	D	APP / SP
Promotes the school	D	APP / SP
Works with parents and carers to improve pupil achievement	E	APP / SP
Child protection		
Is aware and able to manage effective safeguarding policies and procedures	E	APP / SP
Ability to deal with sensitive issues in a supportive and effective manner	E	I
Qualifications and training		
Qualified Teacher Status or other similar educational qualification	E	APP / SP
A further degree or management qualification related to education	D	APP / SP
Commitment to undertake or qualification in leadership training programme	D	APP / SP

Personal qualities and attributes		
Moral purpose (Equality, ethical, diversity - children and adults treated with respect)	E	SP
Excellent communicator (Listening, putting a message across)	E	SP
Child centred	E	SP
Resilient	E	SP
Integrity	E	SP
Self-motivated and able to motivate others	E	SP
Enjoys challenge	E	SP
Works to deadlines	E	SP
Enthusiastic and optimistic	E	SP
Excellent problem solving/analytical skills	E	SP
Self-awareness, knowledge of strengths and limitations	E	SP