



“Giving everyone the chance to shine brightly”



Job Title: Deputy Head Teacher

Leadership scale: 21-25

Reports to: Headteacher of Arnold Hill Academy

Purpose of the Role

This role is in the Senior Leadership Team of Arnold Hill Academy which is part of the Trent Academies Group.

The main focus of the role is to work closely with the Headteacher to move the Academy rapidly to “Good” and then beyond. It is an ideal opportunity for someone who aspires to be a Headteacher.

The post holder will engage and collaborate with colleagues across Trent Academies Group to ensure the spread of best practice thus raising standards by being creative, innovative and imaginative.

The post holder is expected to have very high standards and to act as a role model for the rest of the staff.

Key aspects of the role

- support the Headteacher in developing and communicating a clear vision for successful strategic development in line with the objectives of the Trust
- support the Headteacher’s work in line managing improvements in teaching, behaviour, inclusion, safeguarding and achievement
- play a key role in line managing the middle leaders
- be a model of high professional standards in all aspects of Academy life
- lead by example in sharing the effective and efficient daily management of the school, maintaining a high visibility and profile for staff and pupils
- show expertise in understanding how the curriculum can be adapted to ensure all pupils have the chance to excel and be able to implement required changes
- promote an extra-curricular provision which provides a range of opportunities for pupils beyond the classroom
- proactively identify developments and innovations in technology which can add value, positively encourage learning and support the achievement and well-being of all pupils
- robustly challenge low expectations from staff, pupils or parents by demonstrating and facilitating the development of resilience to promote and support changes in attitude and behaviour
- be a consistently impressive classroom teacher



- lead and manage performance management policies and procedures and ensure that all appropriate practices are in place, supporting all staff to perform their key role to a high standard
- lead the Continuous Professional Development programme so that all staff receive appropriate training and development to enable them to perform at the highest level
- keep up to date with national developments in all subject areas and in teaching practice and methodology
- promote and maintain positive and respectful relationships between all members of the Academy community and actively engage parents and the wider community in the life of the Academy
- have a clear understanding of safeguarding and promoting the welfare of pupils and follow all associated child protection and safeguarding policies as adopted by the Academy
- contribute to the creation and implementation of the Academy's development plans, policies and procedures
- demonstrate a strong commitment to collaborative working, collective responsibility and contributing positively to the work of the Senior Leadership Team
- ensure that all aspects of Academy life are conducted in an orderly, calm and purposeful manner
- be aware of the responsibilities under Data Protection Legislation for the security, accuracy and significance of the personal data held in the Academy's systems
- work in accordance with the Academy's Health and Safety Policies and Procedure
- undertake such other duties as laid down in the School Teachers Pay and Conditions Document and those delegated by the Headteacher
- deputise for the Headteacher as required

General Professional Duties

- The job description is to be performed in accordance with the provisions of the School Teachers' Pay and Conditions Document and within the range of duties set out in that document. The post is otherwise subject to the Conditions of Service for School Teachers in England and Wales and to locally agreed conditions of employment.
- This is an outline job description for this role. Final roles and responsibilities will be agreed with the successful applicant.
- This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.



Deputy Headteacher Person Specification		
CRITERIA	ESSENTIAL	DESIRABLE
Qualifications		
Good honours degree	✓	
Qualified teacher status	✓	
NPQH or working towards		✓
Further professional qualifications		✓
Shaping the future		
Readiness to assume responsibility for a significant area of academy management	✓	
A clear working knowledge of current curriculum developments	✓	
An understanding of technological developments within education		✓
An effective communicator at all levels: pupils, staff, parents, governors	✓	
A clear working knowledge and understanding of the current OFSTED framework	✓	
Full commitment and understanding of how to move from RI to Good -to Outstanding	✓	
Teaching & Learning		
Evidence of consistently impressive teaching over time	✓	
A clear understanding of different models of teaching and learning	✓	
Experience of curriculum leadership	✓	
An understanding of how the curriculum can prepare young people for the world of work	✓	
An ability to recognise and encourage outstanding practice	✓	
An ability to take responsibility for line management of SEND and Safeguarding		✓
Developing self and working with others		



Recent experience as a Senior Leader	✓	
Evidence of a range of educational leadership roles	✓	
Experience of working in more than one school		✓
Commitment to the development of skills in teachers and others who support learning	✓	
The ability to develop, empower and sustain teams and individuals	✓	
The ability to give and receive effective feedback and act to improve personal performance	✓	
Experience of Academy to Academy support		✓
Managing the Organisation		
An understanding of the principles of effective management, delegation and organisation	✓	
Experience of applying a robust performance management system	✓	
The ability to prioritise and manage time effectively	✓	
The ability to make decisions and act upon them	✓	
A clear commitment to use consultation to aid management	✓	
An interest in how a successful timetable operates- and a desire to find out more		✓
An understanding of safeguarding issues and procedures	✓	
An understanding and experience of working with SEND pupils		✓
Securing Accountability		
The ability to use a range of data to support, monitor and improve aspects of Academy life	✓	
Understanding of how effective school evaluation operates	✓	
The ability to acknowledge excellence and challenge performance that is not yet good	✓	
Strengthening the Community		
Experience of successful collaborative working with other organisations and agencies	✓	



The ability to work effectively with parents and carers to support their children's learning		✓
The ability to listen to, reflect and act on community feedback	✓	
Personal Qualities		
Stamina	✓	
Excellent interpersonal skills	✓	
The ability to ensure a sensible work life balance	✓	
A sense of humour and proportion	✓	
An interest in becoming a headteacher in the near future.	✓	
Keen to learn	✓	