



Deputy Headteacher - Secondary Job Description

Job details

Hours: 35 hrs per week

Contract type: Full Time

Reporting to: Headteacher and Board of Trustees

Responsible for: All Secondary school teaching staff

Main purpose

The deputy headteacher will:

- › Adhere and work towards implementing the Afifah school's strategic plan and objectives as set out by the Board of Trustees (BoT), focusing primarily on continuous improvement, academic excellence, high regard for Islamic values and obtaining Ofsted Outstanding status
- › Establish and sustain the school's ethos and strategic direction together with the Headteacher (HT) and Board of Trustees and through consultation with the school community
- › Put in place a school improvement plan that charts a path to gaining Ofsted Outstanding status that will be presented to the HT and BoT on a termly basis, and when requested by the BoT/Secondary school link Trustee
- › Establish and oversee systems, processes and policies so the school can operate effectively
- › Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- › Make sure these school improvement strategies are effectively implemented
- › Monitor progress towards achieving the school's aims and objectives
- › Allocate teaching resources appropriately, efficiently and effectively

Qualities

The deputy headteacher will:

- › Uphold public trust in school leadership and maintain high standards of ethics, behaviour, Islamic values and professional conduct, particularly trust and integrity
- › Ensure the school environment is set up with high regards to Islamic values

- › Build positive and respectful relationships across the school community including BoT, other members of the Senior Management Team, teaching staff, non-teaching staff, pupils and parents
- › Serve in the best interests of the secondary school's pupils

Duties and responsibilities

School culture and behaviour

The deputy headteacher will:

- › Create a culture where pupils experience a positive and enriching school life in an Islamic Environment
- › Uphold educational standards to prepare pupils from all backgrounds for their next phase of education and become confident young Muslims that play their civic part in the British society
- › Ensure a culture of staff professionalism
- › Encourage high standards of behaviour from pupils, built on Islamic values, school rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
- › Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy

Teaching, curriculum and assessment

The deputy headteacher will:

- › Lead on monitoring and evaluating subject deep dives across the school
- › Lead on the establishment and development of all teachers to deliver excellence in all subjects
- › Lead on the review of the quality of teaching and learning through quality assurance programmes, gathering robust evidence to inform professional development across the school
- › Lead on tracking and setting clear targets to manage progress and develop strategies to achieve outstanding student outcomes
- › Ensure pupil progress data is collected and used to measure individual pupil and year group progress on a termly and yearly basis. The data should be used to put in place intervention strategies in cases of low attainment and below than expected progress
- › Ensure teaching is underpinned by subject expertise
- › Effectively use formative assessment to inform strategy and decisions
- › Ensure the teaching of a broad, structured and coherent curriculum
- › Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- › Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum

Data Management

The deputy headteacher will:

- › Be responsible to ensure all data records are managed appropriately

Additional and special educational needs (SEN) and disabilities

The deputy headteacher will:

- › Promote a culture and practices that enables all pupils to access the curriculum
- › Have ambitious expectations for all pupils with SEN and disabilities
- › Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate

- › Make sure the school fulfils statutory duties regarding the [SEND Code of Practice](#).

Managing the school

The deputy headteacher will:

- › Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- › Manage staff well with due attention to workload
- › Ensure rigorous approaches to identifying, managing and mitigating risk

Professional development

The deputy headteacher will:

- › Put in place an appraisal system for all teaching staff that allows for constructive feedback, tackling under performance and ensures all staff use effective methods of teaching focusing on pupils' progress and academic outcomes
- › Ensure staff have access to appropriate, high standard professional development opportunities
- › Keep up to date with developments in education and national secondary curriculum
- › Seek training and continuing professional development to meet needs

Governance, accountability and working in partnership

The deputy headteacher will:

- › Understand and welcome the role of effective governance, including accepting responsibility
- › Ensure that staff understand their professional responsibilities and are held to account
- › Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- › Work successfully with other schools and organisations to continuously improve all aspects of school life and adopt best practice that enriches pupils' school experience
- › Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

Other areas of responsibility

- › Arrange and deliver High School weekly briefings
- › Arrange regular meetings with subject High school leads
- › Work with the Primary Deputy HT to ensure there is a smooth transition from Primary to Secondary
- › Deal with parent complaints in line with relevant school policies
- › Assist the HT and work with other SMT members to review, update and put in place school wide policies
- › Monitor home work and book marking in High school on half termly basis
- › Support High School pastoral coordinators
- › Supporting the Development Coordinator with work experience placements, careers (Yr 11), secondary school PSHE planning on half termly basis.
- › Supporting the IS Coordinator maintaining the Islamic ethos of the High school – (rotas, HS tarbiyah programme, hadith of the week, trips, events internal & external, supervising salaah & taleem/halaqah)
- › Liaising with BSM for High school reporting, Pupil Asset and admin support
- › Carrying out learning walks for High School, recording outcomes and putting in place necessary interventions

- Liaising and conducting meetings with the outside agencies for school development/CPF programmes, Apprentices and PGCE students within High School
- Dealing with High School attendance, punctuality, parent recommendations and feedback
- Organising educational and enrichment trips for High school year groups
- Organising inset days for High school
- Organise parent days for High School
- Organising Achievement Assemblies for High School on termly basis
- Monitoring staff absences
- Organise parents meetings in preparation for GCSE starting from Year 10
- Responsible for all recruitment aspects within High School including:
 - Scrutinising CVs – phone calls/emails
 - Creating roles and responsibilities
 - Conducting interviews – Teacher
 - New teacher lesson observation part 1
 - New teacher lesson observation part 2 – Marking/Assessment observation
 - Handover process (teacher leaving)
 - Handover evaluation and feedback (with the new teacher)
 - Employment letter
 - Exit interviews

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 postholder may be required to do other duties appropriate to the level of the role.

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • Qualified teacher status • Degree • National professional qualification for headship (NPQH), similar or working towards
Experience	<ul style="list-style-type: none"> • Successful leadership and management experience in a school – 3 years’ experience • Teaching experience minimum 5 years’ experience in a Secondary setting • Involvement in school self-evaluation and development planning • Demonstrable experience of successful line management and staff development
Skills and knowledge	<ul style="list-style-type: none"> • Data analysis skills, and the ability to use data to set targets and identify weaknesses • Understanding of high-quality teaching based on evidence, and the ability to model this for others and support others to improve • Understanding of school finances and financial management • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Ability to build effective working relationships
Personal qualities	<ul style="list-style-type: none"> • Commitment to uphold the 7 principles of public life (the Nolan principles) at all times • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: 13 May 2024

Next review date: December 2024

Line manager’s signature: _____

Date: _____

Postholder’s signature: _____

Date: _____