



Sparklers Centre of Excellence

Job Description

DEPUTY HEAD OF SCHOOL

Post Title:	Deputy Head of School
Responsible to:	Head of School
Pay Spine Terms and Conditions	Leadership Pay Spine Teacher's Pay and Conditions

Main Purpose

	<p>The Deputy Head of School work in Partnership with the Head of School to:</p> <p>, will take a major role in:</p> <ul style="list-style-type: none"> ➤ Formulating the aims and objectives of the school ➤ Establishing policies for achieving these aims and objectives ➤ Managing staff and resources to that end ➤ Monitoring progress towards the achievement of the school's aims and objectives ➤ If the Head of School is absent, the Deputy Head of School will deputise, as directed. ➤ The Deputy Head of School will also be expected to fulfil the professional responsibilities, as set out in the School Teachers' Pay and Conditions Document.
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Duties and Responsibilities

<p>Qualities and knowledge</p>	<p>Work in Partnership with the Head of School to:</p> <ul style="list-style-type: none"> ➤ Support with the day-to-day management of the school ➤ Communicate the school's vision compellingly and support strategic leadership ➤ Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all Learners ➤ Build positive relationships with all members of the school community, showing positive attitudes to them ➤ Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally ➤ Work with political and financial astuteness, translating policy into the school's context ➤ Demonstrate visible leadership during the course of the formal and extended school day. ➤ Demonstrate excellent classroom teaching in order to establish credibility and act as a role model and leader to teaching and support staff. ➤ Provide clear direction for the school to improve all aspects of spirituality as a Church School ➤ Ensure that RE is clearly linked into the school's aims and ethos
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	<ul style="list-style-type: none"> ➤ Monitor the impact that SMSC has on the achievement of Learners
Learners and staff	<p>Work in Partnership with the Head of School to:</p> <ul style="list-style-type: none"> ➤ Demand ambitious standards for all Learners, instilling a strong sense of accountability in staff for the impact of their work on Learner outcomes ➤ Ensure excellent teaching in the school, including through training and development for staff ➤ Have a percentage of teaching responsibility. ➤ Establish a culture of ‘open classrooms’ as a basis for sharing best practice ➤ Create an ethos within which all staff are motivated and supported to develop their skills and knowledge ➤ Identify emerging talents, coaching current and aspiring leaders ➤ Hold all staff to account for their professional conduct and practice
Systems and processes	<p>Work in Partnership with the Head of School to:</p> <ul style="list-style-type: none"> ➤ Ensure that the school’s systems, organisation and processes are well considered, efficient and fit for purpose ➤ Provide a safe, calm and well-ordered environment for all Learners and staff, focused on safeguarding Learners and developing exemplary behaviour ➤ Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice ➤ Work with the governing board as appropriate ➤ Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources ➤ Support distribution of leadership throughout the school
The self-improving school system	<p>Work in Partnership with the Head of School to:</p> <ul style="list-style-type: none"> ➤ Create an outward-facing school which works with other schools and organisations both in the trust and beyond to secure excellent outcomes for all Learners ➤ Develop effective relationships with fellow professionals ➤ Model entrepreneurial and innovative approaches to school improvement and leadership ➤ Inspire and influence others to believe in the fundamental importance of education in young people’s lives and to promote the value of education
Other areas of responsibility	<p>Work in Partnership with the Head of School to:</p> <ul style="list-style-type: none"> ➤ To be responsible for Inclusion throughout the school, ensuring the best possible wellbeing, progress and achievement for all children including those who may need additional or different provision, support and opportunities. ➤ To be the Designated Safeguarding Lead, liaising with outside agencies to provide the very best provision for vulnerable Learners ➤ To ensure that all staff and governors in the school have had recent, up to date training regarding all aspects of Child Protection ➤ To be responsible for a Key Stage, promoting a curriculum, planning and teaching and learning leads to good progress for all Learners ➤ To lead a core curriculum area, ensuring that expectations within the curriculum match the needs of the learners in the school leading to good progress ➤ To teach an assigned Learner, as directed by the Head of School (it is initially considered this as not to include classroom responsibility, however, this could change according to need).

The Deputy Head of School will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

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 Head of School will carry out. The postholder may be required to carry out other duties appropriate to the level of the role, as directed by the Head of School

Sparklers Centre of Excellence Person Specification		
	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualified Teacher status 	<ul style="list-style-type: none"> • Evidence of continuous INSET and commitment to further professional development • Attendance of relevant leadership courses to develop leadership skills
Experience	<ul style="list-style-type: none"> • Minimum of six years' experience of teaching at Primary School level as a qualified teacher at the time of application • Experience as a member of a Senior Leadership team • Leadership of a core curriculum area 	<ul style="list-style-type: none"> • Experience and proven track-record as an Assistant Headteacher • Teaching across the whole Primary and Secondary age range; • Supporting teaching to improve quality of teaching and learning • Experience of leading a school in challenging circumstances • Leadership in significant area of school improvement • Experience of working in a school with a specialist provision
Knowledge and Understanding	<ul style="list-style-type: none"> • Learners educational and spiritual development; • A thorough knowledge and understanding of standards that Learners need to achieve by the end of the Key Stages • The theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies); • The planning and preparation of children's learning • The monitoring, assessment, recording and reporting of children's progress; • Effective teaching and learning styles. • Effective leadership of a team in securing high achievement 	<ul style="list-style-type: none"> • Designated Child Protection Officer • Proven track-record to raise levels of achievement

	<ul style="list-style-type: none"> • The statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEN and Child Protection; • The positive links necessary within school and with all its stakeholders; 	
Skills	<ul style="list-style-type: none"> • Ability to prioritise and work 'smartly' and be well organised • Communicate high expectations through challenging targets • Promote the school's aims positively, and use effective strategies to monitor motivation and morale; • Develop good personal relationships within a team; • Establish and develop close relationships with parents, governors and the community; • Communicate effectively (both orally and in writing) to a variety of audiences; • Create a happy, challenging and effective learning environment; • Proven success in motivating a team • Work as part of a team and as a team leader; • Act as a good role model for all • Confident in using ICT. 	<ul style="list-style-type: none"> • Proven success in developing skills and expertise of staff
Personal Characteristics	<ul style="list-style-type: none"> • Approachable • Sympathy with the Christian ethos • Warmth of character • Enthusiasm and energy • Committed and willing to succeed • The ability to communicate at all levels • Positive approach to working with children • Empathetic • Organised and flexible • Patient • Resourceful 	

Benefits include:

- Working with a creative, enthusiastic, supportive and caring team of staff
- Training and CPD
- Coaching and mentoring
- Access to our company voucher scheme

Safeguarding: Sparklers Centre of Excellence is committed to the safeguarding and welfare of children and young people and expects all its employees to share this commitment. Successful applicant will be subject to an enhanced check by the police.

Equal Opportunities: Our foundation has a strong commitment to achieving equality of opportunity and expects all employees to implement and promote this in their own work.

Confidentiality: Our foundation is committed to maintaining the privacy of all its staff and learners. It expects all staff to handle all individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

Health and Safety: Our foundation is committed to a healthy and safe working environment and expects all its employees to implement and promote its policy in all aspects of their work.

If you have high expectations of your learners and want to work within a stimulating and motivating learning environment as part of a successful and supportive team, then please get in touch. For an informal discussion, to arrange a visit, or request for an application pack, please email harriet@sparklersfoundation.org CVs will not be accepted; only applications submitted on the application form will be considered. Our application form is also available on our website.

Closing date: 31st March 2020 Interview date: Contact for further information