



## Job Description: Executive Deputy Headteacher

The Diocese of Norwich Education and Academies Trust and the Sandringham Federation are committed to safeguarding and promoting the welfare of Children and Young People and require all staff and volunteers to share this commitment.

<b>Responsible to</b>	Executive Headteacher
<b>Grade</b>	Leadership 4 - 8
<b>Hours</b>	1.0 FTE
<b>Location</b>	Based at the Sandringham Federation. You may be required to travel to undertake work at academies and sites within the Diocese of Norwich Education and Academies Trust as needed.

### Job Purpose

The Executive Deputy Headteacher should fulfil the role as per the guidelines in the current School Teachers' Pay and Conditions Document, including those for deputy headteachers and the school's policy. They will work closely with and assist the Executive Headteacher in key areas of school leadership and management, taking responsibility for certain aspects including;

### Duties and responsibilities

#### Core Responsibilities

- Lead Teaching and Learning including a 0.4 teaching commitment and subject leadership
- Cover classes when needed and demonstrate good practice.
- Manage teaching assistants, including communication, deployment, and training.
- Oversee performance management of teaching assistants with the Executive Headteacher.
- Lead induction of new staff.
- Organise timetables and rotas.
- Coordinate with external agencies.
- Encourage parental engagement.

#### Strategic Direction and Development

- Support the Executive Headteacher and Governors to establish an ambitious vision for the academies with inspiring leadership.
- Play a role in leading the academies' improvement planning, aligning with Trust priorities.
- Contribute towards identifying strengths and weaknesses with in-depth knowledge of the academies' operations.
- Apply academy policies to set a positive example for colleagues.
- Foster teamwork and value input from all staff members.
- Contribute to the academies' self-evaluation process.

## **Leading Teaching and Learning**

- Provide subject leadership
- Share the responsibility for analysing important academy performance data to ensure priorities are suitable and raise standards.
- Assist the Executive Headteacher and staff as Deputy DSL.
- Engage pupils in their learning in a neat environment.
- Aid in target setting for individuals and groups across the academies.
- Train staff to improve teaching quality.
- Collaborate with subject leaders for better learning opportunities.
- Enhance the curriculum to meet all pupils' needs.
- Evaluate teaching standards across the academies.
- Foster high standards of behaviour and positive behaviour management.
- Ensure pupils' safeguarding and well-being following school policies.

## **Leading and Managing Staff**

- Establish high-performance expectations for yourself and others
- Engage in relevant professional development activities
- Contribute to collaborative learning approaches within and outside the academies
- Monitor teaching quality and report evaluations to SLT
- Lead meetings in alignment with academy objectives
- Uphold and promote academy values and ethos
- Play a key role in the broader academy team's development
- Assist in orienting ECTs, supply teachers, support staff, and student teachers
- Participate in staff recruitment processes as needed
- Identify staff CPD needs and lead INSET when required

## **Deploying Staff and Resources**

- Day-to-day management of delegated areas of responsibility to ensure academies run effectively.
- Develop action plans for improvement.
- Contribute to resource distribution planning in line with the academies' priorities.
- Evaluate the impact of resources on the quality of education and their value for money.
- Promote equal opportunities for pupils and staff.

## **Accountability**

- Collaborate with the Executive Headteacher to enhance performance through Performance Management; oversee identified staff's performance management.
- Aid staff in grasping their accountability, and create strategies for reviewing and evaluating it.
- Utilise various data sources to establish achievable yet ambitious targets for pupils, evaluate outcomes for individuals and groups, and use this data to implement suitable curriculum paths and intervention programmes.
- Identify priorities for the Single Change Plan using this information.
- Assist in communicating the academies' performance to parents, carers, Governors, and other stakeholders when required.
- Aid the Governing Body in fulfilling its duty to report the academies' performance.

## **Strengthening Community**

- Address academy community needs.
- Develop academies within the community, building partnerships with the Church, other academies, and services.
- Support equality and address prejudice through policies and practices.
- Improve curriculum development to offer pupils learning opportunities in the wider community.

- Encourage and exemplify positive parental relationships, involving them as partners to enhance pupils' achievement.

## Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to fulfill the role of Deputy Headteacher are up to date.
- Be a professional role model, and understand and promote the aims of the Academy and the values of the Trust. Including promoting our culture of high aspiration that is rooted in our Christian values as demonstrated in the life and teachings of Jesus Christ.

<b>Special conditions of employment</b>
<p><b>Rehabilitation of Offenders Act 1974</b></p> <p>This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered.</p> <p>If the jobholder is arrested, summonsed for an offence or receives a conviction a bindover order or a warning given by a police force, they are required to inform the Headteacher of this fact immediately. Such information will be treated in confidence, so far as this is consistent with the safety of children, compliance with statutory child protection procedures and the Trust's relevant policies. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.</p>
<p><b>Safeguarding and Promoting the Welfare of Children and Young People</b></p> <p>The jobholder is required to follow all Trust and academy policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The jobholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.</p>
<p><b>Health and Safety</b></p> <p>The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or failure to act. Full guidance regarding health and safety is set out in the Trust's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager, and the jobholder is required to comply with these and to use any protective clothing or equipment as instructed at all times.</p>
<p><b>Confidentiality and Data Protection</b></p> <p>The jobholder is expected to comply with the provisions of the Data Protection Act 2018 and the General Data Protection Regulations. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Trust's Data Protection Policy. Nothing shall prevent the jobholder from disclosing information that they are entitled to disclose under the Public Interest Disclosure Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of that Act/s.</p>

**Equality and Diversity**

The Trust and the academy are committed to equality and value diversity. As such the Trust and the academy are committed to fulfilling their Equality Duty obligations and expect all employees to share this commitment. The Duty requires the Trust and the academy to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

**Training and Continuous Professional Development**

The Trust has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their continuous professional development and learning, to engage positively in the performance management process, and to attend and participate in any training or development activities required to assist them in fulfilling their role and meeting their safeguarding and general obligations.

**The Trust Operates a Strictly No Smoking or Vaping Policy**

This applies to all Trust premises and those where Trust services are provided.

**This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.**

**This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.**

**Job description reviewed by:**

**Date:**