

JOB DESCRIPTION
DEPUTY PRINCIPAL – Quality of Education

RESPONSIBLE TO: Principal

LINE MANAGEMENT OF: Relevant subject/faculty as determined by the HoA, exams officer, data manager, literacy and numeracy co-ordinators, careers advisor, Disadvantaged champion, AHT Implementation, lead faculty leaders meetings.

SALARY: Leadership scale L20 – L24

JOB PURPOSE

To ensure an excellent quality of education is provided to all students.

This job description lists the major duties and requirements of the role and is not an exhaustive list. The post holder may be expected to perform other duties under the direction of the Principal than those contained in this document and may be required to have specific job-related knowledge and skills. The allocation of duties is provisional and is subject to regular review.

MAJOR DUTIES AND REQUIREMENTS SPECIFIC TO THE POST

1. Play a major role under the overall direction of the Principal in formulating and reviewing the Academy Improvement Plan and its objectives and targets by writing, updating and establishing the policies through which they shall be achieved, leading and managing staff and resources to that end, monitoring progress towards their achievement.
2. Undertake the professional duties of a Deputy Principal, reasonably delegated to you by the Principal.
3. Undertake the professional duties of the Principal in their absence.
4. Support the Principal in:
 - a. Ensuring the vision and values of Fairfax Multi Academy Trust and Bournville School are clearly articulated, shared and understood and acted upon by all;
 - b. Demonstrating these vision and values in everyday work and practice;
 - c. Motivating and working with others to create a shared culture and positive climate;
 - d. Building a professional learning community which enables all to achieve.
5. Work in partnership with FMAT leaders, directors and Academy governors to embed the Trust's ethos, values and vision.
6. Ensure a high-quality curriculum is planned and delivered across the academy.
7. Lead the examinations process and ensure the academy SLT, middle leaders and governors are kept up to date with regards to key developments in this area.
8. Lead the options process as students move from key stage 3 to 4.
9. Lead the academic transition of students into the academy from key stage 2
10. Ensure the effective use of assessment across the academy to support and develop learning and to provide evidence of impact.

11. Ensure effective literacy and numeracy strategies are in place and delivering impact across the academy.
12. Under the guidance of the HoA, develop, produce and maintain the academy timetable and assessment calendar.
13. Be the Academy Health and Safety Representative. Should be ops manager when we have one
14. Have leadership oversight of the Academy's careers provision through the effective line management of the Careers, Information, Advice & Guidance Advisor.
15. Support all staff in achieving the academy's priorities and targets and monitor the progress of those aspects for which you have oversight.
16. Support the school self-evaluation process and identify priorities for improvement.
17. Support and challenge the AHT Disadvantaged Champion as they lead colleagues in developing a costed and challenging package to support disadvantaged children across the academy.
18. Support and challenge the AHT Implementation as they lead colleagues in ensuring the effective implementation of a high quality curriculum for all.
19. Identify key professional development needs for those line managed and ensure that these are addressed through the provision of high-quality coaching and mentoring.
20. Ensure that the Principal and governors are well informed about policies, plans and priorities in the areas for which you have responsibility and that progress is evaluated and outcomes are shared.
21. Lead, monitor and embed change where identified to drive improvement.
22. Work with colleagues to ensure that resources and staff are deployed appropriately to support data use and the agenda to improve the KPIs against which the academy is held to account.
23. Work with the senior leadership team in establishing priorities for expenditure in the areas for which you have whole academy responsibility and in monitoring the effectiveness of spending and use of resources.

LEADERSHIP AND MANAGEMENT RESPONSIBILITIES

1. Implement academy policies and procedures, reviewing and revising the policies linked to this post.
2. Develop and maintain positive working relationships with and between all students and staff throughout the academy.
3. Promote Health and Safety policies and practices, including risk assessments.
4. Undertake performance management review(s) and act as reviewer for a group of staff within a designated Faculty/Department.
5. Promote teamwork and to motivate staff to ensure effective working relations.
6. Ensure effective communication/consultation as appropriate with the parents of students.
7. Develop and carry out effective and impactful quality assurance processes.
8. Be a member of the academy leadership team and attend relevant meetings as well as academy functions and undertake whole academy duties as may be reasonably determined by the Principal.
9. Assist the Principal in leading and managing the academy.
10. Undertake such duties as are delegated by the Principal.

CLASS TEACHER RESPONSIBILITIES

1. Ensure excellent rates of progress for the pupils that you teach.
2. Carry out the duties of a teacher as set out in the current Teachers' Standards Document.
3. Plan and deliver lessons in line with the Academy's Teaching and Learning Policies.
4. Undertake such duties as their respective Line Manager may determine as reasonably falling within the role.
5. Uphold the values of Fairfax Multi-Academy Trust and Bournville School with all stakeholders.
6. Ensure ALL learners make excellent progress by differentiating tasks and liaising with Teaching Assistants as necessary.
7. Regularly assess students' work, giving appropriate feedback (formative and summative) and use student data to plan appropriate challenging objectives and differentiated tasks in lessons and homework.
8. Ensure every student knows their level and understands the steps required to achieve the next stage in their progress and attainment.
9. Set an exemplary role model in terms of dress, punctuality and attendance.
10. Attend and participate in parent and open evenings as required.
11. Uphold the Academy's Behaviour for Learning Policy and Uniform Code.
12. Participate in staff training, INSET and Professional development opportunities.
13. Ensure that the learning environment is attractive, tidy, safe and conducive to student learning.
14. Adhere to the academy policies regarding Health and Safety, Safeguarding, ICT usage and Educational visits/trips.
15. Provide cover for staff in line with the 'Rarely Cover Agreement'.
16. Make a particular contribution to building team commitment, in particular:
 - Provide a role model for professional practice in the school;
 - Make a distinctive contribution compared with other less experienced teachers;
 - Contribute effectively to the wider team.

GENERAL

1. Promote and safeguard the welfare of students you come into contact with.
2. Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
3. Be aware of and adhere to all Trust and Academy level policies and procedures and comply with their contents; raising any concerns in a timely manner.
4. Be aware of, support and ensure equal opportunities for all.
5. Contribute to the overall ethos/work/aims of the Trust.
6. Appreciate and support the role of other professionals.
7. Attend and participate in relevant meetings as required.
8. Participate in training, other learning activities and performance development as required.
9. Engage actively in the performance review process.
10. Perform any other such duties as the Principal may from time to time determine.

I have read and accept this job description.

NAME: _____

SIGNED: _____

DATED: _____

**PERSON SPECIFICATION
DEPUTY PRINCIPAL – QUALITY OF EDUCATION**

The person specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post's requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

Fairfax Multi-Academy Trust (FMAT) is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An Enhanced DBS check is required for the successful applicant.

Experience/knowledge/qualifications	Essential	Desirable
Qualified teacher status (secondary age range)	✓	
Educated to degree level (or higher qualification)	✓	
Substantial teaching experience in a secondary school/academy	✓	
Considerable experience in effective leadership of whole school/academy developments relating to learning and teaching and/or self-evaluation	✓	
Substantial experience in the effective raising of educational standards such as curriculum development work/raising of standards of teaching and learning etc	✓	
The ability to write a whole school timetable	✓	
Relevant experience in change management	✓	
Substantial experience in aspects of leadership and management in a whole school context	✓	
Relevant experience in effective line management	✓	
Substantial experience in holding difficult conversations with staff and students	✓	
A sound understanding of the Ofsted framework	✓	
Understand what constitutes high quality educational provision, the characteristics of effective through schools, and effective strategies of raising standards and achievement of all pupils	✓	

Experience in leading the professional development of staff in a given area, e.g. mentoring, coaching, leading INSET days	✓	
Experience in using assessment data to generate intervention work	✓	
Experience of strategic financial planning and budgetary management to achieve value for money		✓
Experience of using Microsoft Office (Word, Excel, PowerPoint, Outlook, E-mail)	✓	
Previous experience in using SIMS		✓
Teaching experience in more than one school		✓
Experience of working in a wider context than an individual school/academy		✓
Experience in leading a working party/research group/ professional development group		✓
Experience in effective collaboration with external agencies		✓
Experience in development of innovative teaching and learning strategies and materials		✓
Experience in contributing to the academy's self-evaluation form		✓
Personal qualities and attitudes	Essential	Desirable
Ability to articulate, share and translate the Trust's ethos, values and visions	✓	
Ability to communicate a clear vision	✓	
Demonstrate high expectations which inspire, enthuse, motivate and challenge colleagues to deliver outstanding teaching	✓	
Ability to write in a confident, sophisticated, accurate manner, fit for a specific context and circumstances	✓	

Ability to analyse data, developing strategic plans, setting targets and monitoring/evaluating progress to lead school improvement	✓	
Ability to effectively implement safeguarding legislation and develop a culture of safeguarding awareness, risk assessment and management	✓	
Ability to manage pupils firmly, warmly and in a manner, which makes the academy community safe	✓	
Ability to teach outstanding lessons		✓
Strategic and creative approach to problem solving	✓	
Ability to build and maintain effective relationships through excellent interpersonal skills	✓	
Excellent verbal, listening, literacy and written communication skills	✓	
Ability to inspire, challenge, motivate and empower others	✓	
Ability to develop effective teamwork and be able to contribute effectively to a range of teams	✓	
Inclusive approach to education	✓	
High expectations of self and others	✓	
Ability to work under pressure maintaining a sense of perspective	✓	
Ability to prioritise, manage own time effectively and deal with conflicting demands	✓	
Ability to demonstrate integrity, reliability, commitment, dedication, resilience and tenacity	✓	
Knowledge, understanding and commitment to equality, diversity and inclusion informed by practical experience and applications	✓	
Knowledge, understanding and commitment to safeguarding and promoting the welfare of students	✓	

Ability to form and maintain appropriate relationships and maintain professional boundaries with students	✓	
Excellent attendance and punctuality	✓	
Willing to undertake appropriate training and development with a positive attitude	✓	
Ability to travel to meetings if required	✓	
Professional Development	Essential	Desirable
Evidence of recent relevant further professional development	✓	
Recognition that life-long learning is an essential part of personal development	✓	
References	Essential	Desirable
Positive recommendation in professional references	✓	
Professional references without reservations	✓	