



Hitchin Boys' School Deputy Head Job Description



The Deputy Head will:

- undertake the normal responsibilities of the class teacher
- assist, support, represent and deputise for the Head Teacher
- play a major role in formulating and reviewing the School Improvement Plan
- take specific responsibility for development of Teaching & Learning
- maintain and develop the ethos, values and overall purposes of the school
- promote a positive image of the school
- ensure that the school plays a constructive role in the life of the community
- monitor and evaluate the performance of the school
- implement policies on equality issues for all staff and pupils
- take a lead in the efficient organisation, management and supervision of school routines

The Deputy Head - Teaching & Learning will take a lead role in:

- the organisation of the school's curriculum
- developing teaching and learning styles, assessment, recording and reporting
- ensuring that the learning and teaching provided maximises pupil progress
- ensuring that data on pupil progress is used to improve teaching and learning
- the promotion of extra-curricular activities which match the educational aims of the school

The Deputy Head - Teaching & Learning will play a significant role in:

- the personal and social development of pupils including pastoral care and guidance
- standards of conduct/discipline, a proper regard for authority and good behaviour
- the development among pupils of self-discipline
- the handling of individual disciplinary cases
- recruitment, deployment, support, efficient and effective management, development and performance management of staff
- maintaining good relationships with individuals, groups and staff unions and associations.

The Deputy Head – Teaching and Learning will contribute to:

- an environment which stimulates learning and enhances the appearance of the school
- security and effective supervision of the school including aspects of health and safety
- effective working relationships with Authority officers, support services, other educational establishments, other professional bodies, agencies and services, the local community local organisations and employers, and any other external agencies and services contracted to the school
- effective communications and links with parents
- effective communications and links with the governing body

***The applicant will be required to safeguard and promote
the welfare of children and young people***

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document as they relate to Deputy Headteachers.



Hitchin Boys' School Deputy Headteacher Person Specification



[A] Qualifications, Experience and Professional Development

We are looking for the ideal person to be the Deputy Headteacher of Hitchin Boys' School. In your application be sure to tell us how you meet these requirements.	Essential (E) Desirable (D)	Application (A) Interview (I) Reference (R)
<ul style="list-style-type: none"> QTS, Degree & Professional Development related to Headship. 	E	A
<ul style="list-style-type: none"> Completed or studying National Professional Qualification for Headship. 	D	A
Leadership and Management experience <ul style="list-style-type: none"> Experience as a Deputy or Assistant Headteacher or equivalent. Successfully led, managed and evaluated significant whole-school change. Ability to work strategically and successfully at senior leadership level. 	E E E	A A/I/R A/I/R
Teaching Experience <ul style="list-style-type: none"> Outstanding, sustained experience as a teacher in a secondary context. Substantial experience of teaching pupils at Key Stage 3 & 4. Experience of teaching in more than one school. 	E E D	A/R A A

[B] Professional Experience, Knowledge and Understanding

Leading Teaching and Learning <ul style="list-style-type: none"> Experience of implementing strategies for improving the quality of teaching and learning, including promoting excellence and challenging poor performance. Experience of monitoring and evaluating the effectiveness of teaching and learning, including its outcomes in terms of standards and achievement and personal development and well-being. 	E E	A/I/R A/I/R
Developing Self and Working with Others <ul style="list-style-type: none"> Understands the significance of relationships and individual and team development. Knows how to promote an open, fair and equitable culture. Understands the impact of change and leadership styles on individuals and organisations. 	E E E	I/R I/R I/R
Managing the organisation <ul style="list-style-type: none"> Successful experience of delegation of responsibilities and management tasks. Understands how to sustain effective organisational systems, policy and practice. Knowledge of and commitment to implementation of the safeguarding agenda. 	E E E	A/I/R I/R I/R
Securing Accountability <ul style="list-style-type: none"> Understands and applies quality assurance, self evaluation & performance management systems and data. Understands how to analyse and use performance data and external evaluations, to evaluate and improve aspects of the school, including challenging poor performance. Experienced in holding individuals, teams to account for pupil learning outcomes. 	E E E	I/R I/R A/I/R



Strengthening Community <ul style="list-style-type: none"> • Understands the importance of listening to, reflecting and acting on community feedback. • Experience assisting parents and carers to support their children's learning. • Experience of building and sustaining effective relationships with parents, carers, other schools and partners and the broader community that enhance the education of pupils. 	E	I/R
	D	A/I/R
	D	A/I/R

[C] Personal Skills and Attributes

Embed successful change across the school and evaluate outcomes.	E	I/R
Inspire, motivate and empower teams and individuals to achieve high goals.	E	I/R
Enthusiasm and commitment to leadership which makes a difference to children.	E	I/R
Personal and professional integrity, including modelling values and vision.	E	I/R
Prioritise, plan and organise themselves and others.	E	I/R
Think analytically and creatively and demonstrate initiative in solving problems.	E	I/R
Aware of own strengths and weaknesses and responds constructively to feedback.	E	I/R
A capacity for sustained hard work with energy and vigour.	E	I/R
Demonstrable resilience and optimism.	E	I/R

[D] Application Form and Supporting Statement

The form must be fully completed. The supporting statement should be clear, concise and consist of no more than one A4 page addressing the question "What is your philosophy of education?" Curricula Vitae will not be considered.

[E] Confidential References and Reports

Strong recommendation from all referees, including current employer.	E
Satisfactory health and attendance record.	E

The applicant will be required to safeguard and promote the welfare of children and young people.

We are looking forward to hearing all about you in your application. Good luck!