

## Job Description:

### Deputy Head of School: Quality of Education



#### Post Details

<b>School/setting:</b>	Twynham School and The Grange School ('Twynham TGS')
<b>Post type:</b>	Leadership Staff
<b>Grade/Pay Level:</b>	Leadership L17 – L21
<b>Responsible to:</b>	Head of School (TS)

#### Main Purpose

- To lead and inspire excellence throughout the schools.
- To play a pivotal role in working with the Head of School (TS) and the Executive Headteacher (EHT) to establish and implement the strategic vision for all students throughout the schools, deputising for the Head of School as appropriate.
- To provide compelling leadership and vision to ensure the schools can deliver a world class Quality of Education, enhancing the school experience for all students.
- To provide strategic oversight of the development of a world class education through the delivery of exceptional teaching, learning and curricula.
- To drive standards in the classroom to ensure the delivery of the “deeper green” strategy.
- To be the lead person responsible for the quality of education across both Twynham School (TS) and The Grange School (TGS).
- To ensure a highly effective programme of induction is in place for new colleagues joining at both the start of the year and during the academic year.
- To ensure a high standard of teaching across TS and TGS by implementing, at a strategic level, systems, structures and processes that will support career professional development; including meeting statutory obligations with regard to the Early Career Framework (ECF), trust-wide approaches to performance management and both informal and formal capability processes.

#### Duties and Responsibilities

##### Strategic Direction and Development

- Significant contribution to the development of the vision for the schools, which is clearly articulated, shared and acted on by all.
- Providing strategic direction for the schools, including its vision and values, through the identification of its key priorities.
- Responsibility for the successful curriculum implementation of the agreed intent and the subsequent school based self-evaluation to ensure the implementation ensures a world class learning journey.
- Be the key leader responsible for the delivery of an effective strategic plan to improve the quality of education to ensure world class outcomes for all pupils through the effective use of assessment, data, reporting to parents and carers, and exams.
- Through the leadership of the Assistant Headteacher: Teaching & Learning ensure the successful implementation of the Year 9 Options process, ensuring equity of opportunity across both schools, that is financially viable.
- Responsible for the strategic plan to develop the Curriculum Team Leaders.
- Lead the Pupil Premium strategy and its implementation at Twynham TGS.
- Significant contribution to the whole school SEF and Schools' Excellence Plans, developing and implementing strategic plans bringing about rapid and sustainable improvements in identified areas related to Teaching, Curriculum and Assessment.
- Work alongside the ELT of TL MAT to develop and implement trust-wide strategic plans bringing about effective improvement across the MAT as determined by the CEO.

- Inspiring children, staff, LAB Members and all those involved with the schools and the community they serve.
- To provide motivational and inspirational leadership at all levels of the organisation.
- To lead the schools in achieving excellence with a focus on continuous improvement and raising standards.
- To act as an advocate and public face for the schools, using mature leadership skills to influence others by raising the profile and promoting the schools' core purpose and values.

#### Leadership of the Quality of Education

- Alongside the EHT and the Heads of School, the Deputy Heads of School take overall responsibility for ensuring excellent academic outcomes (in all key stages).
- Driving the school improvement approach ensuring effective deployment of staffing and financial resources to improve and maintain the high standards expected.
- Contributing to school development planning based on accurate and effective self-evaluation.
- Dynamic and strategic leadership of the development of a "High Performing Curriculum" in every aspect of the school.
- Strategic leadership of the development of a "High Performing Staff" strategy that sees the implementation of a vision for high performance aligned with that of the MAT and drive for excellent in all staff.

#### People Leadership & Management

- Ensuring accurate priorities are identified and regular cycles of review are embedded into the structures of the schools.
- Line management responsibility for the performance of Assistant Headteachers and any other leaders as determined by the EHT, including but not limited to key subject areas.
- Leadership of the Curriculum Team Leaders group, setting the agenda for this key group of leaders, chairing relevant meetings and ensure the successful implementation of agreed plans.
- To lead on the operational matters related to staff underperformance, including the implementation of informal/formal support plans and as required, competency and disciplinary procedures under the direction of the EHT.
- Take responsibility for your own professional development, CPD needs as expected to maintain and develop the role of Deputy Head of School.

#### Trust-wider Collaboration

- Ensure a consistent and coherent approach to teaching, curriculum and assessment is developed across the trust.
- Work closely with colleagues across both schools to ensure standards and approaches are aligned.
- Be the key liaison in developing links between the KS2 and KS3 curriculum with key primary feeder schools.
- Under the direction of the EHT lead on aspects of joint-working between the two schools.
- Work closely with the TL Director of Education/Deputy CEO to develop and implement a trust-wide CPD offering, including but not limited to the implementation of the Middle Leaders development programme.

### **Safeguarding Duties and Responsibilities**

- Be committed to promoting and safeguarding the welfare of children and young people in accordance with the schools' Safeguarding and Child Protection policies.
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight an issue/concerns.
- Remain vigilant to ensure all students are protected from potential harm.
- The post-holder will be required to support the Operations Manager to promote, monitor and maintain health, safety and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- Ensure that all students make optimal progress even where there are barriers to learning, through excellent systems and provision for all.

- Working alongside other senior leaders to effectively implement and frequently review the school behaviour policy to ensure a safe and harmonious learning environment and promote improvement strategies.
- Create a culture where students experience from a positive and enriching school life. Uphold ambitious educational standards which prepare students from all backgrounds for their next phase of education and life.
- Promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment.
- Ensure a culture of high staff professionalism.

#### Other Duties

- Play a full part in the life of the trust community, to support its vision, mission and ethos and to encourage and ensure staff and students to follow this example.
- To play a full and fundamental part of the senior leadership team of TS and TGS, operationally completing duties, on-call support, learning walks and other daily responsibilities required as a member of the senior leadership team.
- To take LT responsibility for the delivery of a variety of “front-facing” events and activities including parents’ evenings, 6th form events, marketing events as appropriate and agreed with the EHT.
- The post-holder will be expected to undertake any appropriate training provided by the trust to assist them in carrying out any of the above duties.
- Be aware of and support difference to help ensure that everyone has equal access to the services of the schools and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.
- Attend and participate in meetings as required.
- To support the work of Two Rivers Institute (TRI) which, at times, may require supporting schools locally or delivering CPD through TRI as agreed in consultation with the postholder.
- Undertake any other duty as specified by STPCD not mentioned in the above.

All Twynham Learning staff may periodically be expected to carry out tasks and duties within their area of competence that are not listed herein, as directed, to meet the needs of the trust. The particular duties and responsibilities may vary from time to time.

#### Twynham Learning Attributes for all Staff

Ambition for excellence  
Professionalism  
Humility  
Championing change

Inclusiveness  
Positivity  
Community-mindedness  
Being collaborative

#### Qualifications, Knowledge, Skills and Attributes Required

##### Essential:

- A good Honours degree
- Qualified Teacher Status and evidence of completion of statutory induction
- Evidence of continuing professional development relevant to the post
- Current serving or experience as an Assistant Headteacher or Deputy Headteacher
- Proven track record of raising achievement & securing high achievement of students
- A reflective practitioner with successful experience of improving teaching & learning across Key Stage 3-4 in a state 11-16 or 11-18 school
- Experience of leading middle leaders to bring about improved outcomes
- Demonstrable experience of curriculum development and curriculum design improving outcomes
- A record of sharing good practice with others

- Experience of undertaking performance management reviews with colleagues and supporting their professional development
- High-energy and passionate individual with a clear moral purpose which is driven by a desire to improve the life chances of young people.
- An emotionally intelligent colleague who can adapt to a range of situations and communicate with various stakeholders including students, parents and other colleagues and professionals.
- A team player who is comfortable in both providing and responding to professional challenge.
- An ability to inspire and relate well to the whole community.
- Outgoing and enthusiastic with a positive “can-do” attitude and a solution-focused approach.
- A sense of humour

#### Desirable:

- NPQSL or NPQML
- Senior leadership experience in an 11-18 setting
- Experience of dealing effectively with the under-performance of teachers
- Experience of timetable, curriculum planning and ICFP models
- Successful teaching experience at A-level
- Evidence of further leadership development
- Experience of working across a range of school environments
- Experience of involvement in successful Ofsted inspections
- Experience of leading school trips and a commitment to the encouraging extra-curricular activities
- Ability to travel independently between locations during the working day, as required

#### Notes

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

#### Key to Acronyms Used/Glossary of Terms Used in this Job Description

EHT = Executive Headteacher MAT = Multi-Academy Trust CEO = Chief Executive Officer TS = Twynham School TGS = The Grange School PGCE = Post Graduate Certificate in Education SLT = Senior Leadership Team LAB = Local Advisory Board COSHH = Control of Substances Hazardous to Health NPQSL = National Professional Qualification in Senior Leadership NPQML = National Professional Qualification in Middle Leadership	TL = Twynham Learning ELT = Executive Leadership Team CPD = Continuing Professional Development SEND = Special Educational Needs & Disabilities NPQH = National Professional Qualification in Headship DSL = Designated Safeguarding Lead ECF = Early Career Framework KS2 = Key Stage 2 KS3 = Key Stage 3 STPCD = School Teachers Pay & Conditions Document ICFP = integrated curriculum financial planning LT = Leadership Team TRI = Two Rivers Institute
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