

THE BUCKINGHAM SCHOOL

A SPECIALIST SPORTS COLLEGE



DEPUTY HEADTEACHER

JOB DESCRIPTION

JOB PURPOSE

- Accountable for a range of responsibilities, to be agreed with the Headteacher
- To help manage the day to day operation of the school
- To teach designated classes according to the school timetable
- To line manage designated selected senior leaders who will, in turn, lead on specific aspects of school life
- To line manage designated selected senior and middle leaders
- To contribute to the self-evaluation process and monitor the quality of teaching and learning across the whole school
- To participate in supervision of school outside of the school day
- To undertake duties as directed by the school Headteacher

LEADERSHIP AND MANAGEMENT

- Have strong leadership qualities with a record of initiating and managing an area of whole school change
- Have the ability to enable others to achieve success
- Have a genuine commitment to consultation, effective decision making and the importance of teamwork
- Have the ability to draw data from a variety of sources, analyse, synthesise and present solutions
- Have the ability to contribute to strategic planning for whole school improvement
- Be able and willing to challenge the Headteacher constructively

ORGANISATION

- Demonstrate an attention to detail and an awareness of the impact of decisions on others
- Have a predisposition to instigate appropriate action in order to achieve success
- Have the ability to self-manage and delegate in such a way that tasks are achieved and targets met

COMMUNICATION

- Have excellent written and oral skills
- Display a clear sense of vision
- Be able to build professional relationships and work sensitively with a wide variety of people
- Be able to present to a large range of audiences, including students, staff, parents and outside agencies

PROFESSIONAL

- Be a graduate with a teaching qualification
- Be an excellent classroom practitioner
- Have a wide interest and knowledge of the use of ICT both as a classroom and management tool
- Possess knowledge of recent curriculum and educational developments at all key stages
- Possess knowledge relating to the use of data intervene effectively and raise standards
- To model professional standards outlined in The Buckingham School policies and in School expectations in relation to pedagogy and practice

PERSONAL

- Have a passion for teaching, learning and inclusion
- Have integrity, optimism, flexibility and resilience
- Have the stamina to cope with the demands of the post
- Have excellent emotional intelligence to help students and staff achieve strong outcomes for themselves and/or the school
- Possess personal impact and presence

Signed: _____
(Employee)

Date: _____

Signed: _____
(Headteacher)

Date: _____