



## **Ribston Hall High School**

### **Deputy Headteacher of Ribston Hall High School Job Description and Person Specification**

<b>Salary:</b>	L17 – L21
<b>Hours:</b>	Full Time
<b>Contract type:</b>	Permanent
<b>Reporting to:</b>	Headteacher

#### **Main Purpose**

The Deputy Headteacher, as part of the Senior Leadership Team, will be centrally involved in the day to day, operational management of the school supporting the Headteacher and will provide ambitious, creative, inspirational and visionary leadership to champion the needs of our school community. With core responsibility for raising standards and helping to establish a culture that is both nurturing and ambitious, along with other members of the Senior Leadership Team.

As an excellent Teacher, in addition the Deputy Headteacher will teach approximately 6 periods in their specialist subject area per fortnight.

#### **Ethics, Qualities and Professional Conduct**

The Deputy Headteacher is required to:

- Build relationships rooted in mutual respect and at all times observe proper boundaries appropriate to their professional position.
- Show tolerance of and respect for the rights of others, recognizing differences and respecting cultural diversity within contemporary Britain.
- Uphold fundamental British values including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.
- Ensure personal beliefs are not expressed in ways which exploit their position, pupils' vulnerability or might lead pupils to break the law.
- Conduct themselves in a manner compatible with their influential position in society by behaving ethically, fulfilling their professional responsibilities and modelling the behaviour of a good citizen.
- Uphold their obligation to give account and accept responsibility.
- Know understand and act within the statutory frameworks which set out their professional duties and responsibilities.
- Take responsibility for their own continued professional development, engaging critically with educational research.
- Make a positive contribution to the wider education system.
- Demonstrate consistently high standards of behaviour and professional conduct in line with the DfE Headteachers Standards.



## **Ribston Hall High School**

### **Teacher Standards**

The post holder will uphold both the Standards for Teachers and the Post Threshold Standards for Teachers.

### **Duties and Responsibilities**

The post holders' duties and responsibilities are as contained in the current 'School Teachers Pay and Conditions Document'.

### **Key Responsibilities**

The Deputy Headteacher will play a key role in the day-to-day operational leadership of the school and be responsible for the following key strategic areas:

- Developing Leadership across the school through the creation of a leadership framework to describe exceptional leadership. This framework will support the achievement of the key strategic aims of the school through:
  - Developing student leadership opportunities to develop leaders of the future.
  - Provide teaching and support staff opportunities to develop their leadership and progress to middle leadership posts.
  - Develop and deliver preparation for senior leadership training.
  - Engage with other schools to work collaboratively to give aspirant leaders opportunities to visit other schools and contexts.
  - Provide mentoring and support for staff who want to gain experience of more whole-school responsibility.
- To manage the process of Staff Continuing Professional Development, including Training Manager (ITT, ECT):
  - Further develop our ambitious personalised CPD programme.
  - Engage with local providers to find the best value, high impact CPD.
  - Work with the Assistant Headteacher for Aspiration to ensure our CPD offer closely matches our teaching and learning strategy.
  - Fulfil the role of Training Manager for teachers at the initial teacher training and Early Career level.
- Raising the profile of the school - Communications and Marketing Strategy:
  - Develop a clear marketing strategy that includes engagement with all key stakeholders (e.g. Students, Parents, Staff, Alumni, Trustees, members and the local community).
  - Work strategically with our Marketing Officer on our website and social media presence.
  - Lead on engagement with parents, including our newsletters and focus groups.

### **The Deputy Headteacher will also:**

- Undertake the normal responsibilities of the Class Teacher;
- Be a member of the Senior Leadership Team;
- Support and represent the Headteacher at meetings as and when required;



## **Ribston Hall High School**

- Undertake the professional duties of the Headteacher during his absence;
- Undertake such duties as are delegated by the Headteacher;
- Play a major role under the overall direction of the Headteacher in formulating and reviewing the Vision Statement, Development Plan, overall aims and objectives of the school by helping establish the policies through which they shall be achieved, managing staff and resources to that end and monitoring progress towards their achievement;
- To maintain a high profile and visible presence around school;
- To support a broad range of out of hours activities and events.

If the Headteacher is absent from school, the Deputy Headteacher must undertake such duties of the Headteacher or those the Board of Trustees shall require.

### **Notes**

The postholder may be required to carry out other duties and responsibilities in keeping with the nature of this post as directed by and agreed with the Trustees/Headteacher

Whilst every effort has been made to outline the key duties and responsibilities of this post, this document does not specify every item in detail.



## Ribston Hall High School

### Person Specification

Qualifications and experience	Essential	Desirable
Honours degree or equivalent	*	
Be an excellent Teacher and a strategic leader with a resilient character and a strong personal drive with Qualified teacher status	*	
Successful experience at senior leadership level as an Assistant Headteacher or Senior Leader	*	
A proven track record in school improvement and positively impacting on student progress, raising attainment and developing excellence;	*	
Recent and relevant professional and leadership development	*	
Successful experience of leading and managing change	*	
<b>Personal qualities</b>		
Strong personal drive	*	
First class communication skills	*	
Excellent interpersonal skills	*	
The ability to inspire, enthuse and motivate	*	
Be visible and work collaboratively within the school and beyond	*	
Be an exceptional leader with high aspirations to drive academic success for all	*	
Excellent organisational and time management skills	*	
The ability to prioritise and multitask	*	
Resilience, determination and the ability to cope well under pressure	*	
Ambition for oneself, students and the school community and enthusiasm to support the leadership of the school into an exciting future.	*	



## Ribston Hall High School

Empathy with young people from all backgrounds and the drive to make a real difference to the lives of pupils	*	
<b>Be approachable, caring and supportive to students, staff and parents, with safeguarding and equality as a central focus.</b>	*	
Be unwavering in their commitment to safeguarding	*	
Have led a whole school change that brought about quantifiable outcomes	*	
Evidence of interests outside the workplace		*
Potential and desire to aspire to headship		*
<b>Personal circumstances</b>		
Willingness to attend a broad range of out of hours events and activities	*	
Commitment to working flexibly but with an established work life balance	*	
Commitment and capacity to give freely of one's own time out of school hours	*	
<b>Professional skills and knowledge</b>		
Sound understanding of educational thinking, recent developments and key initiatives	*	
Ability to use a range of leadership and management styles	*	
Commitment to collaboration and team work	*	
Ability to develop and take forward a shared vision for the school	*	
Ability to challenge and support all members of the school community to drive up standards	*	
Clear understanding of what an outstanding school looks like	*	
Ability to develop, implement and evaluate strategic plans and priorities	*	
Ability to create and maintain effective partnerships with parents and other stakeholders	*	
A fundamental concern for the safety, security and well being of students and staff	*	
Ability to work effectively and creatively with the Headteacher and governing body	*	



## Ribston Hall High School

Ability to deal effectively with young people of all backgrounds	*	
A clear understanding of how to develop data systems to drive up standards for every individual student	*	
Ability to be both a team leader and a team player	*	