

JOB DESCRIPTION

Job Title:	Deputy Headteacher – Teaching and Learning	Reporting to:	Headteacher
Location:	City Academy	Annual salary:	L14 – L21 – £58,135 - £69,031 (appointment will be within a 5 point range in this scale)
Contract type:	Permanent, Full time	Hours of Work:	Normal working hours shall be Monday to Friday and as necessary for the proper performance of duties.

JOB PURPOSE AND RESPONSIBILITIES

Promote dynamic leadership and management to City Academy by supporting the Headteacher in achieving her, and other stakeholders', strategic priorities and the Academy's mission with maximum impact on students' outcomes. Promote a secure foundation from which to achieve high standards in all areas of the Academy's work. Support and contribute to a culture that promotes excellence, equity and high expectations of all students, which we call 'DACE' (delivering a CORE Education). Uphold and promote the CORE Values and the three drivers of 'Optimism', 'Ambition' and 'Oneness' in all that they do and expect in others.

MAIN DUTIES

- Contribute to the curriculum development within the Academy and the monitoring of its impact.
- Development and review of Academy's policies related to the curriculum.
- Develop and oversee the Academy's quality assurance process to ensure all areas of the Academy are working effectively.
- To take the lead on designated areas as directed by the Headteacher.
- Support the Academy's performance management procedures.
- Contribute to staff development activities.
- Work closely with the Leadership Team, taking a leading role in developing, implementing and evaluating policies and practice that contribute to the Academy's improvement.
- Play a full role in the development of the Academy's development plan and self-evaluation process.
- Line-manage subject and vocational leaders, as required.
- Lead and support all staff.
- Attend Governing Body/Trust meetings, as required.
- Demonstrate excellent and innovative pedagogical practice.

- Understand the most effective teaching strategies, how to select and use approaches that personalise the learning experience to provide opportunities for all learners to achieve their potential.
- Liaise with Middle Managers in monitoring student achievement and attainment across the Academy.
- Provide learners, colleagues, parents and carers with timely, accurate and constructive feedback on learners' attainment, progress and areas for development in order to maximise student progress.
- Lead and monitor the professional development of staff in the Academy.
- Regularly review own practice, set personal targets and take responsibility for own personal development.
- Any other duties deemed appropriate to the grade and workload as requested by the Headteacher.

PERSONAL QUALITIES

- Strong and effective leader with exceptional communication skills.
- Resilience, rigour and energy through dynamic leadership and management, with a relentless determination to succeed for the benefit of the children at our Academy.
- The ability to gain and command credibility and respect from members of the wider Academy community.
- To be an inspiring role model to all students, staff, parents / carers and colleagues.
- To inspire a commitment to developing an inclusive ethos, educating the whole child through an enriched, diverse curriculum.
- A strong commitment to and valuing cultural diversity.
- The ability to adapt to changing circumstance and be receptive to new ideas from all sources.
- Possess drive and determination to achieve challenging professional goals.
- An overall commitment to teaching approaches, which encourages all children to give of their best irrespective of ability, gender, ethnic or social background.

Special Conditions of Employment

REHABILITATION OF OFFENDERS ACT 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any arrests, convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Headteacher by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with CORE Education Trust Disciplinary Procedure.



HEALTH AND SAFETY

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in CORE Education Trust Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

EQUALITY AND DIVERSITY

CORE Education Trust is committed to equality and values diversity. As such, it is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. This Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they encounter with dignity and respect and are entitled to expect this in return.

TRAINING AND DEVELOPMENT

The Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

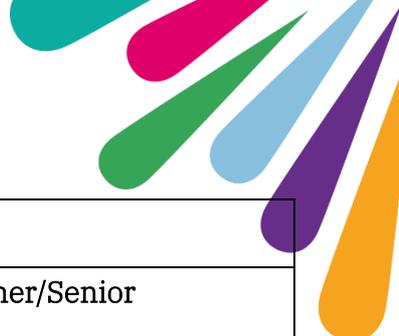
MOBILITY

The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust they may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

CORE Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS (Disclosure and Barring Services) Check is required for all successful applicants.

CORE Education Trust is committed to promoting equality, challenging discrimination and developing community cohesion. We welcome applications from all sections of the community. We are an Equal Opportunities and Living Wage employer.



Job Description Reviewed on:	23/03/2021
Job Description Reviewed by:	Operations Manager/Headteacher/Senior Headteacher

PERSON SPECIFICATION

Job Title:	Deputy Headteacher	Reporting to:	Headteacher
Salary:		Location:	City Academy

CORE Education Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment. All posts will be subject to a DBS clearance at Enhanced level.

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 requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

All posts will be subject to a DBS clearance at Enhanced level.

	Essential	Desirable
Education, Training and Qualifications <ul style="list-style-type: none"> Degree or equivalent Qualified Teacher Status DSL accreditation Evidence of and commitment to continuing professional development 	X X X	X
Experience, Knowledge, Skills /Competencies <ul style="list-style-type: none"> Experience of implementing behaviour management strategies Successful Academy teaching experience with experience of teaching across the age and ability range Demonstrable senior management experience Successful contributions to Academy self-evaluation, improvement planning and target-setting Proven track record in contributing to raising achievement Proven experience of a range of assessment strategies Demonstrable experience of leading interventions for students underachieving through behaviour/emotional/wellbeing concerns 	X X X X X X X	
Personal Attributes <ul style="list-style-type: none"> Resilience: the ability to work under pressure and meet deadlines Ability to think strategically, creatively and to prioritise Excellent communication skills (including written, oral and presentation skills) Excellent interpersonal skills 	X X X X	



<ul style="list-style-type: none"> • A commitment to the CORE Education Trust vision, values, aims and the objectives of its academies programme 	X	
<p>Leadership</p> <ul style="list-style-type: none"> • Demonstrable ability to manage the process of change effectively • Leadership of staff professional development sessions • Demonstrable ability to lead, motivate, develop and inspire staff and to encourage student and parental involvement 	X X X	
<p>Teaching</p> <ul style="list-style-type: none"> • Teaching judgements that are consistently 'Good' or better 	X	
<p>Developing Literacy and Numeracy and high ability provision</p> <ul style="list-style-type: none"> • In depth knowledge of best practice in teaching and learning, including the use of the latest technologies, to support students' rapid rates of progress • Use of innovative approaches to the development of teaching and learning, including assessment for learning • Experience of coaching/mentoring and other forms of professional development to support the development of colleagues 	X X X	

HOW TO APPLY

For further information about this exciting opportunity, or an informal discussion please contact Rebecca Bakewell, Headteacher on RBakewell@corecity.academy

Only those applicants submitting a [CORE Education Trust Application Form](#) will be considered. Please note that we do not accept CVs.

To apply for this role please submit your application form to recruitment@CORE-education.co.uk by noon on 15th May 2022.

For more information visit our website, CORE-education.co.uk/work-with-us

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DELIVERING A **CORE** EDUCATION