

# Stanchester Academy

## JOB DESCRIPTION

### Deputy Headteacher

The success of the Stanchester Academy will be underpinned by two fundamental tenets:

**Students come first:** First and foremost, the role of the Academy is to enable students to achieve their potential, and it is this assumption that drives the culture and activity of the Academy. It also drives the Academy's recruitment and personnel strategies. It is assumed that anyone who joins or forms part of the Academy shares this philosophy.

**All staff employed at the Academy are team players:** Whilst every member of staff has a specific role to fulfil, their ability to do this successfully will depend to a large degree on their ability to cooperate with others, to lead by example if they are operating in a management capacity, and to support colleagues in whatever way is appropriate, and in their turn to seek support when this is necessary to enable them to fulfil their role. The extent to which individuals can work with others is seen as a critical determinant in their appointment to the Academy. In all appointments we make it clear that we are looking for energy, passion, innovation and cooperation, as well as behaviour that will promote a positive image for the Academy in its wider community.

### PERSONAL PROFILE

The success of the Stanchester Academy rests on a very strongly felt and shared set of values which determine its strategic direction. It is absolutely crucial that the post holder shares our values of student centred-ness, equality of opportunity and parity of esteem for staff and students. S/he must enjoy working within the team philosophy. This post is not about building empires. It is about espousing and promoting corporate-ness. Like any other post in the Academy, it is about valuing people, working in partnership with others and supporting individual progression and achievement.

Crucially the post holder must have a commitment to comprehensive education and training. S/he will believe passionately in the entitlement of individuals of all ages to learning and therefore engage constructively with all partners schools both within the Trust and within the community of West Somerset.

As a manager and leader, the successful candidate will have a key role in motivating others. It is essential that s/he has exceptional leadership, communication and interpersonal skills.

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### **Core purpose**

The post is a key strategic role within the Academy Leadership Team which forms the most senior team across the Academy. This team is responsible for securing the key strategic objectives of the Academy.

The post holder is required to:

- Support the Headteacher in shaping, securing and translating the Behaviour for Learning vision for the academy into agreed objectives which are acted upon effectively by all.
- Execute exemplary leadership and management skills at all times to establish a highly effective Academy.
- Contribute to the strategic development of the Academy to ensure the Academy continually aspires to the highest standards.
- Oversee and quality assure safeguarding processes within the Academy.
- Oversee and quality assure SEND provision across the Academy.
- Motivate and work with others to promote a positive culture of personal excellence, equality and high expectations of all members of the Academy and to be a role model to staff and students.
- To ensure all learners experience a safe and calm learning environment within the academy.
- Act at all times in accordance with the agreed Values and Ethos of the Academy.
- Engage critically and effectively in evaluating the work of the Academy and forming strategic plans for further development, in particular in relation to Behaviour for Learning, SEND practices and safeguarding.
- Deputise for the Headteacher in their absence

### **Key accountabilities of the post**

- To lead, manage and support teaching and support staff within the pastoral, SEND, and safeguarding teams to ensure the highest standards of behaviour and attendance in order to improve the learning attainment and achievement of students.
- Working alongside the Central Trust team to be responsible for ensuring the development and implementation of behaviour, attendance, safeguarding, sexual exploitation in schools, peer on peer abuse and bullying policies, in order to reduce further exclusions, improve attendance, reduce the incidence of negative referrals and increase the amount of positive behaviours demonstrated by students.

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- To directly line manage the Assistant Headteacher for Pastoral and safeguarding in addition to the DSL, SENDCO, ALP coordinator and supporting staff to ensure that all students are supported in improving their Behaviour for Learning.
- To ensure that Restorative Justice, Mentoring and Peer Mediation are established across the whole Academy.
- To be responsible for co-ordinating systems, procedures, and provision for behaviour support within the school, including the application of appropriate sanctions and management of the Alternative Learning Provision (ALP) Room.
- To oversee, support and intervention programmes to staff and students, as appropriate.
- To oversee the planning, monitoring and development of the PSHE programme.
- To lead the development and involvement of student voice within the academy and ensuring that student voice has a positive impact on the strategic direction of the school.
- To develop and improve parental engagement across the academy
- To oversee students on the school's Inclusion phases, including planning effective support and guidance for staff, students, and parents.
- To liaise with external agencies such as CAMHS, Social Services, Children's social care etc.
- To delegate to and monitor the responsibilities and roles of the Assistant Headteachers, and to ensure they are accountable and provided with appropriate support through the Performance Management process and the evaluation of their effectiveness within their roles.
- To evaluate the performance of these team effectively and to plan for future developments to secure rapid improvements in students' behaviour and attitude for Learning.

### Other Requirements

- To produce a termly report for the local Governing body.
- Work closely alongside the Deputy Headteacher for Curriculum and Attainment and Headteacher.
- Line manage staff as required.
- Attend meetings with Board of Trustees and/or committees as required.
- Any other task deemed reasonable by the Headteacher.

### Supervision

The post holder will receive the general direction from the Headteacher but will operate independently on a day-to-day basis and will be required to deliver a high level of personal responsibility for the management of student behaviour. The self-starting nature of this role will require the post holder to set their own work priorities and exercise considerable initiative to ensure

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the successful delivery of the key areas they are responsible for, including dealing with situations as they arise.

The post holder will manage the staff reporting to them, delegating where appropriate, and will be responsible for selection, performance review and staff development.

### **Personal Attributes**

- To role model the philosophy of Stanchester Academy of always seeking to develop ambitious Students who are knowledgeable and literate.
- Have exceptional communication skills
- Have outstanding organisational skills
- Have exemplary interpersonal skills
- Have the ability to be flexible and adaptable to meet the changing needs of the Academy
- Have the ability to plan strategically and execute those plans accordingly
- Have a high degree of professionalism, discretion and able to maintain confidentiality
- Committed to continuous professional development, seeking opportunities to constantly improve their practice