

Cyngor Sir Ynys Môn
Job Description

Job Title: Deputy Headteacher

Department: Education

School: Ysgol Syr Thomas Jones

Graddfa cyflog: L13 - 17

Position in Establishment

Answerable to:

Headteacher

Responsible for:

Staff: Yes

Finance: Yes

Other: Yes

Job purpose:

To play a major role under the overall direction of the head teacher in formulating the aims and objectives of the school.

To comply with the local authority's Corporate Safeguarding Policy and the safeguarding duties and responsibilities which that policy places on every employee, aligning with the core values of the Authority which includes supporting children, adults who may be at risk and their families to keep them safe and healthy.

Key Tasks/Main Responsibilities:

- Under the direction of the Headteacher establish the policies through which the aims and objectives of the school are to be achieved and monitor progress towards their achievement.
- Manage staff and resources
- Undertake any professional duties of the head teacher reasonably delegated by the head teacher.
- Undertake to the extent required by the head teacher or governing body, the professional duties of the head teacher in the event of his/her absence from the school.

Job Aims

The Governing Body wish to appoint a person with the skills to:

- Work with the headteacher on every aspect of the school's work
- Provide effective management and leadership
- Manage whole school projects
- Support and develop team working
- Work effectively with staff, governors, parents and the community
- Promote the school's Welsh ethos and its extracurricular activities
- Inspire every pupil to achieve their full potential.

1. Specific Roles

- Co-operate and support the Headteacher's work. Deputise and act as Headteacher when the Headteacher is absent.
- Create, revise and update policies and procedures which form part of the Deputy's main areas of responsibilities.
- Contribute to the planning and application of the School's Improvement Plan and the Whole School Self Evaluation.
- Leading on the New Curriculum, feedback and assessment.

2. General Responsibilities:

- Collaborate as a member of the School's Senior Leadership Team. Lead by example.
- Contribute towards ensuring high standards of achievement and behaviour so that every learner reaches their full potential.
- Monitor with Estyn's Framework.
- Attend and lead on staff meetings.
- Attend Governing Body meetings
- Attend School activities
- Collaborate on forming the school's annual calendar.
- Any other reasonable requests by the Headteacher or the Governing Body.

3. Information/Experience/Personal requirements

- The successful candidate will be expected to have experience in leading and inspiring staff – on a departmental level, pastorally, or on matters relating to the school as a whole.
- Experience of leading on whole school projects
- The ability to work as a team member who is totally committed to the highest standards
- The ability to plan strategically
- Fluent and confidently bilingual – verbal and written, can and wishes to work through the medium of Welsh daily
- A flexible team member with stake holders - in keeping with the expectations and the ethos of the school. The ability to respond appropriately when contacting different people – from internal co-workers to external agencies,

and to steer and support the work of others respectfully, sensitively, positively and effectively.

- The ability to deal appropriately with sensitive or confidential information.
- The ability to work under pressure and know how to work flexibly and respond as necessary; ability to prioritise and take responsibility; and effectively deputise.
- Eager to develop personally and professionally in order to respond to the changing nature of the job.

Work arrangements

Working week: Full time (see The School Teachers' Pay and Conditions Document for further details).

Location: Ysgol Syr Thomas Jones

Bilingual Requirement (Welsh & English):

| Welsh Language Skills (Please see the skills framework attached) | | | | | | |
|--|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--|
| Listening (Tick One) | | Level 1 <input type="checkbox"/> | Level 2 <input type="checkbox"/> | Level 3 <input type="checkbox"/> | Level 4 <input type="checkbox"/> | Level 5 <input checked="" type="checkbox"/> |
| Reading (Tick One) | Level 0 <input type="checkbox"/> | Level 1 <input type="checkbox"/> | Level 2 <input type="checkbox"/> | Level 3 <input type="checkbox"/> | Level 4 <input type="checkbox"/> | Level 5 <input checked="" type="checkbox"/> |
| Speaking (Tick One) | | Level 1 <input type="checkbox"/> | Level 2 <input type="checkbox"/> | Level 3 <input type="checkbox"/> | Level 4 <input type="checkbox"/> | Level 5 <input checked="" type="checkbox"/> |
| Writing (Tick One) | Level 0 <input type="checkbox"/> | Level 1 <input type="checkbox"/> | Level 2 <input type="checkbox"/> | Level 3 <input type="checkbox"/> | Level 4 <input type="checkbox"/> | Level 5 <input checked="" type="checkbox"/> |
| English Language Skills (Please see the skills framework attached) | | | | | | |
| Listening (Tick One) | Level 0 <input type="checkbox"/> | Level 1 <input type="checkbox"/> | Level 2 <input type="checkbox"/> | Level 3 <input type="checkbox"/> | Level 4 <input type="checkbox"/> | Level 5 <input checked="" type="checkbox"/> |
| Reading (Tick One) | Level 0 <input type="checkbox"/> | Level 1 <input type="checkbox"/> | Level 2 <input type="checkbox"/> | Level 3 <input type="checkbox"/> | Level 4 <input type="checkbox"/> | Level 5 <input checked="" type="checkbox"/> |
| Speaking (Tick One) | Level 0 <input type="checkbox"/> | Level 1 <input type="checkbox"/> | Level 2 <input type="checkbox"/> | Level 3 <input type="checkbox"/> | Level 4 <input type="checkbox"/> | Level 5 <input checked="" type="checkbox"/> |
| Writing (Tick One) | Level 0 <input type="checkbox"/> | Level 1 <input type="checkbox"/> | Level 2 <input type="checkbox"/> | Level 3 <input type="checkbox"/> | Level 4 <input type="checkbox"/> | Level 5 <input checked="" type="checkbox"/> |

June 2020

Person Specification

Job title: Deputy Headteacher

Date:

1. Professional Qualifications

1.1 Essential

- 1.1.1 Degree and qualified teacher status
- 1.1.2 Evidence of Professional Continuous Development

1.2 Desirable

- 1.2.1 Further qualifications e.g. Post degree curriculum qualification or managerial

2. Teaching and Learning

2.1 Essential

- 2.1.1 Experience of teaching secondary education
- 2.1.2 Excellent classroom practitioner
- 2.1.3 The ability to promote a high level of achievement
- 2.1.4 The ability to promote good behaviour and discipline throughout the school
- 2.1.5 Evidence of using successful strategies in order to improve pupils' performance

3. Leadership and Management

3.1 Essential

- 3.1.1 The ability to think strategically, create and communicate the school's vision to all stakeholders
- 3.1.2 The ability to inspire, challenge and encourage others
- 3.1.3 The ability to lead an effective self-evaluation and plan action for improvement.
- 3.1.4 Evidence of using effective performance management to promote improvement.
- 3.1.5 Evidence of good strategic understanding of financial management and effective development of resources.
- 3.1.6 Belief in increasing leadership on all levels
- 3.1.7 The ability to manage change effectively and sensitively
- 3.1.8 Thorough understanding of data to decipher, explain and present
- 3.1.9 Evidence of working in partnership
- 3.1.10 The ability to work effectively with the Governing Body
- 3.1.11 Committed to bilingual teaching and to the Welsh ethos of the school

4. Skills and Attributes

4.1 Essential

- 4.1.1 The ability to communicate confidently in both languages and in the correct context with everyone – written and orally.
- 4.1.2 Ability to foster effective relationships with the community
- 4.1.3 Confident user of IT

4.2 Desirable

- 4.2.1 The ability to support the school's pastoral and caring environment

5. Information and Professional Understanding

5.1 Essential

- 5.1.1 A good understanding of current education matters in Wales that could have an impact on the school
- 5.1.2 To be informed and have a good understanding of good working practices in education
- 5.1.3 Employ and manage staff including personal issues.

6. Personal Attributes

6.1 Essential

- 6.1.1 Dedication to safeguarding and promoting the Welsh language
- 6.1.2 Ready to accept new ideas and changes
- 6.1.3 Displays professionalism, personal honesty and integrity
- 6.1.4 Totally committed to the pupils and their learning, their wellbeing and their safety
- 6.1.5 Believes in putting the pupil first – their standards, wellbeing and safety
- 6.1.6 Clearly committed to inclusion and equal opportunities
- 6.1.7 Treat people fairly with respect and dignity in order to sustain the school's community in a positive manner
- 6.1.8 Recognise individual and team responsibilities and celebrate their success.