Job Description and Person Specification

POST IDENTIFICATION

Post Title:	Deputy Headteacher
Grade:	Leadership Points L8 – L12
Directorate:	Education
Division:	Schools
Location:	Ysgol Gymraeg Bro Helyg / Ysgol Gymraeg Tredegar
Responsible to:	Governing Body of Ysgol Gymraeg Bro Helyg

INTRODUCTION

This job description complements the standards, values and dispositions identified in the Professional Standards for Teaching and Leadership 2018. The Deputy Headteacher will align to, demonstrate and promote the overarching values and dispositions defined within the Professional Standards of:

1) Professional entitlement
2) Welsh language and culture
3) Rights of learners
4) Literacy, numeracy and digital competence
5) The professional learner
6) The system role

The post holder is required to undertake the professional responsibilities of a Deputy Headteacher as specified in the School Teachers' Pay and Conditions Document.

JOB PURPOSE

Under the direction of the Headteacher, provide significant contribution to the development of a clear vision for the school, in partnership with all school stakeholders, and the professional leadership required to enable all staff to support learners achieve their full potential. This should be achieved in accordance with the policies of the governing body, and the priorities set out in both local and national education strategies.

The Deputy Headteacher will undertake the strategic role across both Ysgol Gymraeg Bro Helyg and Ysgol Gymraeg Tredegar.

To deputise for the Headteacher across both sites as and when required.

KEY AREAS

Pedagogy

1. Be accountable for supporting the pedagogy of others by creating and sustaining the conditions to realise the four purposes for learners and achieve the best for them in terms of well-being, standards and progress.
2. Develop strategies, structures and systems, in collaboration with all school stakeholders, to ensure that the school is working effectively towards realising the school's shared vision and achieving sustained school improvement, to enable the achievement of the four purposes of learning, taking account of national and local circumstances, policies and initiatives.
3. Motivate and work with others to create and sustain a school ethos and learning environment conducive to effective learning.
4. Consistently secure the best outcomes for learners through progressively refining and advancing teaching and influencing learners.
5. Ensure the organisation and delivery of the curriculum and implementation of a range of pedagogic approaches within the school, to support high quality teaching and learning and the delivery of the curriculum in Wales.
6. Ensure a consistent and continual school wide focus on all learners' wellbeing, experience and achievement, establishing a culture that values learners' views in informing all stages of learning and school experience.
7. Develop policies and practices, in collaboration with the relevant stakeholders, that promote the Welsh language and culture and that develop learners' bilingual skills as appropriate.
8. Enable the development of the four purposes for learning through the creation of structures and systems that support planning and emphasise the disciplines of different areas of learning in context, to secure highly effective teaching and learning.
9. Develop and implement effective systems to monitor and evaluate the impact of learning experiences and learners' progress to bring about sustained improvement.
10. Demonstrate accountability for learner wellbeing and outcomes by working with all relevant stakeholders to ensure the wellbeing and achievement of all learners is valued and evident throughout the school.
11. Develop inclusive strategies, structures policies and systems, in collaboration with relevant stakeholders, that enable all learners to gain full access to opportunities to achieve and ensure their individual learning needs are met.
12. Promote and ensure equity in academic, vocational and experiential learning routes.
13. Develop and articulate a coherent, understandable and accurate account of the school's performance, to a range of partners, including parents and governors, ensuring this incorporates learner wellbeing and progress.
14. Manage the effective communication and implementation of recommendations arising from reports, including the outcomes of school self-evaluation and external inspection by Estyn, in order to drive and sustain school improvement.
15. Collaborate with all school stakeholders to build a school climate and learning culture which reflects the richness and diversity of the school's community, including Welsh Language and culture.

** Contribute, as appropriate, to the teaching in the school.*

Collaboration

16. Establish a climate of mutual support and effective collaboration both within and beyond the school to develop, enhance and share effective pedagogy.
17. Work with the Headteacher to establish a collaborative learning culture within the school and actively engage with other educational establishments, to build effective learning communities.
18. Promote and facilitate effective collaboration with employers, business, government and other educational professionals to encourage innovative approaches and support and improve every day practice of the learning organisation.
19. Establish and build partnerships within school and across schools to share best practice and support school improvement for mutual benefit in terms of high quality and flexible support to develop professional practice.
20. Support the Headteacher in working with the governing body, so that it is able to meet its responsibilities in supporting effective learning and teaching and sustained school improvement.
21. Welcome strong governance and work with the Headteacher to actively support the governing body to understand its role and deliver its functions effectively.
22. Establish effective and open relationships with parents, carers and the wider local community to actively engage them with learners' wellbeing, experience and progress and ensure the school plays a central role in the community.
23. Collaborate with other agencies, including the local authority, in providing for wellbeing of learners and their families.
24. Develop a school-wide commitment to continuous improvement and sustainable development through actively promoting and facilitating collaborative opportunities for all staff, accurately identifying areas of concern and taking appropriate action to support and secure improved performance.

Professional Learning

25. Create an environment in which professional learning is valued, has impact upon pedagogy and supports professional growth across the learning community within and beyond the school.
26. Ensure sustained and focused professional learning for all staff, including self, framing professional growth within pedagogic practice, learner experiences and outcomes.
27. Work with the Headteacher to develop a culture that supports growth and leadership at all levels by developing and nurturing leadership potential in others, and contributing to opportunities available, to build the leadership capacity of the school.
28. Establish professional networks and communities to enable the school to play an active role in the widest education community contributing to the training of future teachers and other adults who work with learners and developing practice orientated research.

Innovation

29. Coordinate innovation with all relevant stakeholders, to ensure the school embraces and benefits from evidence-based approaches to innovation aligned to the long-term vision for Wales.

30. Establish a long-term programme of evidence-based approaches to innovation that aim to meet challenges, manage change and take learning forward effectively to improve wellbeing and outcomes.
31. Work with the Headteacher to create a culture where expertise, experience and pedagogical practice is continually developed and shared within and across schools.
32. Work with the Headteacher to develop a culture where evidence derived from innovative practice is used to evaluate the impact of changes, both within and beyond the school community.

Leadership

33. Work with the school community to bring coherence, clarity and a shared commitment to realising the pedagogical vision for the benefit of learners, colleagues and the wider community in Wales.
34. Work with relevant stakeholders to ensure that strategic planning reflects the diversity, values, experience and context of the school and the community at large.
35. Ensure, with the support and input of the Headteacher and governing body, the school is compliant with all internal, local and national policies.
36. Work with the Headteacher to create a culture in which others can grow professionally.
37. Develop and nurture leadership potential in others at all levels to build the leadership capacity of the school and inspire future leaders.
38. Develop, empower and sustain effective individuals and teams through distributed leadership, encouraging reflective practice.
39. Build effective networks to share professional knowledge, research and practical expertise that enables both the school and other schools to benefit through mutual collaboration.

Managing the school

40. Work with the Headteacher and the relevant stakeholders to produce and implement clear, evidence-based improvement plans and polices for the development of the school and its facilities.
41. With the support of the Headteacher and governing body, manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
42. Make effective use of the support and challenge provided by the local authority, regional consortium and other relevant bodies.
43. Support the Headteacher and governing body in managing the school's financial and human resources effectively and efficiently to achieve the school's education priorities and goals.
44. Monitor, evaluate and review, in collaboration with the Headteacher and governing body, the range, quality and use of all available resources to improve the quality of education for all learners and to secure value for money.
45. Work with the Headteacher and relevant stakeholders to develop and implement strategies that ensure a safe, calm and well-ordered environment for all learners and staff and secure high standards of behaviour and attendance, resulting in successful conditions for learning.

PERSON SPECIFICATION

S = Shortlisting criteria I = Interview

Please note, shortlisting criteria may also be tested at assessment stage

	ESSENTIAL	DESIRABLE
QUALIFICATION	Qualified teacher status (S) Degree (S) Can communicate effectively in Welsh, both orally and in writing (S) Current EWC registration	Further qualifications and/or professional studies relevant to the age-range. (S)
KNOWLEDGE and EXPERIENCE	Significant recent experience as a leader in an: Infant / Junior / Primary School (S) Knowledge and understanding of the current Welsh Educational context and the National Mission including knowledge of the ALN Code (S/I) Knowledge of best practice and procedures for safeguarding children and young people (S/I) Proven experience of monitoring, evaluating and reviewing performance in order to raise achievement for all groups of pupils. (S/I) Up-to-date knowledge and understanding of what constitutes excellent teaching and learning and how to implement it (S/I) Knowledge of effective strategies and procedures relating to professional learning and performance review. (I) Successful experience of managing change (I) Experience of building effective relationships with a range of school stakeholders, including parents and the wider community (S/I)	Experience of health and safety management (S) Experience of building relationships and working effectively with governors (S)
SKILLS	Ability to articulate and communicate a clear vision of high quality educational provision for the school in both English and Welsh (I)	

	ESSENTIAL	DESIRABLE
	Ability to lead, manage and motivate staff and pupils to achieve high standards (S/I) Successful experience of providing for pupils with additional learning needs. (S/I) Ability to build a strong network of collaborative relationships and partnerships with other schools, education professions and appropriate external organisations (S) Ability to communicate and develop links effectively, both orally and in writing with a range of audiences in both English and Welsh (I) High level of personal skill in using and applying information and communication technology (ICT) (S) Good organisational abilities and ability to delegate. (I)	
PERSONAL ATTRIBUTES	The ability to be resilient under pressure and remain positive and enthusiastic. (I) A commitment to continuous professional learning for both self and others (I) A commitment to promote the wellbeing of all members of the school community (I) A commitment to the promotion of the Welsh language and culture (I) Ability to demonstrate sound and balanced judgement, decisiveness and flexibility (I) Integrity, loyalty and sensitivity (I)	
OTHER REQUIREMENTS	This post is exempt from the Rehabilitation of Offenders Act (1974) and a comprehensive screening process will be undertaken on all applicants. This will include an enhanced with barred list check with	

	ESSENTIAL	DESIRABLE
	the Disclosure and Barring Service. (DBS) Understand and demonstrate a willingness to promote positively the equal opportunities policy of The Council	