



Job Description: Deputy Head of Junior School, Senior Leadership Team

Role	Deputy Head of Junior School
Job Purpose	In this dynamic role the Deputy Head teacher will be responsible for all aspects of the day of the day management of the school and will be committed to working towards the best possible environment for the nurture and education of all pupils whilst continually enhancing the quality of education and pastoral care. They will have great communication and interpersonal skills to enable them to engage effectively with staff, parents and pupils alike always with the aim of making the school the best of its kind in the area
Accountable to:	The Head of the Junior School
Responsible for:	Nominated Heads of Phase/Heads of Departments, Deputy DSL
Accountabilities	<p>1. Policy/Strategic direction and development</p> <p>a. Assist the Head in translating the vision for the school into agreed objectives and operational and business plans, in line with Cognita planning cycles, and take lead responsibility for the following aspects of the School Strategic Plan:</p> <ul style="list-style-type: none">• To act as DSL and ensure compliance and best practice re child protection and oversee the associated safeguarding policies• To take responsibility for all aspects of staff induction and parent induction and engagement <p>b. Contribute to the annual School Improvement Plan and lead on key areas</p> <p>c. Support the Head with policy development and implementation of the school policies and procedures, keeping policies under review and making recommendations for change to ensure that they continue to meet the school's developing needs.</p>
	<p>2. Teaching and Learning</p> <p>a. Identify and secure the implementation of appropriate strategies to develop a classroom environment and teaching practice which secures effective learning across the breadth of the curriculum.</p> <p>b. Provide a professional model for others, clearly demonstrating effective teaching, classroom organisation and display high standards of achievement, behaviour and discipline; demonstrate personal commitment to quality and excellence, and resolution in achieving them.</p>



	<p>c. Support the Head in the monitoring of the quality of teaching and pupil achievement including lesson observation and the evaluation of performance data.</p>
	<p>3. Leadership and Management of Others</p> <p>a. Lead by example, providing inspiration and motivation, and embody for the pupils, staff, parents and wider community the vision, purpose and leadership of the school.</p> <p>b. Support the Head in the recruitment, deployment, motivation, development and appraisal of staff to make the most effective use of their skills, expertise and experience and to ensure that all staff have a clear understanding of their roles and responsibilities.</p> <p>c. Support the Head in developing positive working relationships with and between all staff, maintaining confidentiality as appropriate.</p>
	<p>4. Communications, marketing & external links</p> <p>a. To support the Head to ensure that communication links with parents, staff is clear and concise in order to support the smooth running of the School.</p> <p>b. To develop and maintain excellent links with other schools, educational institutions and the wider community in order to enhance teaching and learning and pupils personal development.</p> <p>c. Attend School events as agreed as part of the Senior Leadership Team.</p>
	<p>5. Training and Development of Self and Others</p> <p>a. Develop and maintain a culture of high expectations for self and others.</p> <p>b. Regularly review own practice, set personal targets and take responsibility for own development.</p> <p>c. Encourage all staff to be similarly active in their personal and continuous professional development.</p> <p>d. Lead groups of staff in developmental activities, and evaluate outcomes.</p> <p>e. To take plan and implement the school's new staff induction programmes to ensure that all new staff feel welcomed and appropriately briefed to undertake their responsibilities.</p>



	<p>f. Take an active role in the school's performance management cycle, reviewing the performance of others.</p> <p>g. Oversee the CPD needs of staff with regards to pastoral areas and coordinate the allocation of the appropriate budget.</p>
	<p>6. Supporting the work of Cognita</p> <p>a. Develop strong, positive relationships with Cognita colleagues, contribute to collaborative work across Cognita Schools and support other staff in participating in Cognita work, in order to develop and share best practice.</p>
	<p>7. Specific Responsibilities</p> <p>Safeguarding</p> <ul style="list-style-type: none">• To act as School's DSL.• To promote with all staff child protection and safeguarding matters as paramount• To ensure that all staff are up to date with relevant child protection and safeguarding matters <p>Administration</p> <ul style="list-style-type: none">• To be responsible for organising School events as required• To chair any Pastoral meetings as required.• To complete appropriate inspection and governance information as required.• Assign, and support where needed, Form Tutors• To organise and monitor staff duty rota <p>Communication</p> <ul style="list-style-type: none">• To take responsibility for seeking, hearing and acting on Student Voice• To oversee the organisation of major school events – e.g carol service; awards evening; school assemblies <p>Staff</p> <ul style="list-style-type: none">• To be responsible for and run all aspects of staff induction following new staff being appointment to the School• To oversee the period of probation for all new (experienced) staff <p>Parents</p> <ul style="list-style-type: none">• To develop and establish an excellent relationship with parents and their associations.

The post holder will teach a reduced timetable of approximately 10 periods per week (FTE 0.2)



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Specific SLT responsibilities will be agreed on appointment with the successful candidate.

The post holder will undertake other reasonable duties related to the job purpose required from time to time.

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services.

Pay and Conditions

- All teachers at Akeley Wood School are eligible to belong to the Teachers' Pension Scheme.
- Staff receive a midday meal free of charge during term time.
- The school is committed to staff development: there is an annual performance management scheme and regular opportunities for in-service training. We run an Induction Programme for all new staff.
- A discount in school fees from Nursery onwards is available to full-time staff; for part-time staff, the fee reduction is calculated pro rata.
- There is a no smoking policy.

Person Specification

Skills Required

Highly developed communication skills, able to demonstrate effective listening skills with the ability to tailor their communication to meet the needs of others.	Essential
Excellent interpersonal skills including the ability to relate well to people on all levels, to resolve conflicts in a sensitive manner, to encourage and motivate.	Essential
Great team skills with the ability to inspire and lead, to work effectively as a member of a leadership team, to show initiative and imagination, to have vision.	Essential
Confidence to act on own initiative and take the lead often in situations that require immediate action.	Essential
First class organisational and administrative skills, with the ability to remain calm under pressure and work to tight deadlines, managing competing priorities.	Essential
Strong analytical and problem solving skills, combined with a proactive and positive approach to change management.	Essential
Effective and energetic in instigating and implementing change.	Essential
Able to see through complex strategies from concept to conclusion.	Essential



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High level of classroom teaching skills	Essential
Sufficient numeracy to interpret statistical data, and manage budgets	Essential

Knowledge Base

An awareness of recent important national educational developments.	Essential
A clear understanding of recent developments in teaching and learning.	Essential
Good working knowledge of common ICT applications, with a clear understanding of the potential for ICT in enabling more innovative and effective approaches to learning, teaching and school organisation.	Essential

Qualifications/Attainment

A graduate with QTS or the equivalent gained through experience.	Essential
Masters or higher education qualification	Desirable

Experience

Successful teaching experience across the key stage 1 & 2, with a track record of consistently enabling pupils to achieve high standards.	Essential
Experience of teaching younger children and early years foundation stage	Desirable
Substantial and successful experience of curriculum leadership and management, likely to have been gained as Head of Department, Key Stage Co-ordinator or an equivalent senior role.	Essential
Some experience of strategic planning or of curriculum evaluation.	Desirable
Some experience of pastoral care and pupil management, for example, as Form Tutor or Head of Year	Desirable

Attitude/approach

A sensitivity to the needs of young people	Essential
Personal integrity, honesty, energy, stamina, enthusiasm	Essential
A willingness to give generously of their time to support school events and activities.	Essential
Commitment to personal development and lifelong learning	Essential