

### Job Description for DHT at City Academy Whitehawk

<b>Job title</b>	Deputy Headteacher
<b>Accountable to</b>	Headteacher
<b>Purpose</b>	<ul style="list-style-type: none"> <li>• Deputise for the Headteacher when necessary</li> <li>• Proactively contribute to the excellent leadership team at CAW</li> <li>• Model a consistently aspirational approach, ensuring 'Highest Expectations for All'</li> <li>• Embody the vision and ethos of CAW, its LAB and AAT</li> <li>• Hold responsibility for Personal Development and Behaviour and Attitudes</li> <li>• Manage resources to ensure the best outcomes</li> <li>• Promote and secure engagement and involvement with staff, parents and community</li> </ul>
<b>Salary range</b>	L8-12
<b>Effective date</b>	From 1 <sup>st</sup> Sept 2020

### Key areas of responsibility

Strategic leadership and development	<ul style="list-style-type: none"> <li>• Ensure that the vision of CAW is clearly articulated, understood and acted upon effectively by all staff.</li> <li>• Ensure that the school's statutory requirements are met.</li> <li>• Provide strategic leadership that constructively evaluates and then drives forwards our high standards for 'Behaviour and Attitudes' and 'Personal Development'.</li> <li>• Contribute to the strategic leadership that secures the continuation of our improvements for 'Quality of Education', acting as a role model for all staff.</li> <li>• Involve and develop others in the leadership of CAW to embed a distributive approach.</li> <li>• Collaborate with other Aurora Academies to pursue and attain shared goals.</li> </ul>
Leading provision	<ul style="list-style-type: none"> <li>• Keep abreast of recent developments regarding Personal Development and Behaviour and Attitudes and adopt and disseminate these according to school needs.</li> <li>• Monitor and evaluate school performance to ensure that all practice is as good as our best.</li> <li>• Ensure that tracking of performance data is well used to monitor progress, challenge staff and engage pupils &amp; guardians.</li> <li>• Work closely with families to ensure behaviour expectations are well understood and adhered to community-wide.</li> <li>• Refine and sustain an ethos and structure for managing behaviour which ensures that pupils are independent and self-regulating, working closely with those responsible for the management of pastoral care and pupil welfare.</li> <li>• Maintain effective assessment, recording and reporting systems; both internally and externally.</li> </ul>

Leading people	<ul style="list-style-type: none"> <li>• Set the tone; act as a role model and create, maintain and sustain effective and professional working relationships with all staff, including consultation with professional associations as appropriate.</li> <li>• Provide leadership and direction for the other senior and middle leaders and for all colleagues.</li> <li>• Develop the leadership skills of staff at all levels as well as the leadership skills of pupils.</li> <li>• Elicit high performance from all colleagues through rigorous, supportive appraisal processes.</li> <li>• Embed an ethos of high expectation and aspiration which results in staff setting and modelling challenge and expectation through teaching and interaction with pupils and guardians.</li> <li>• Ensure that the professional development programme meets both whole school and individual needs, skillfully selecting whether to coach, mentor or direct.</li> <li>• Challenge all under-performance through the use of transparent and fair protocols.</li> </ul>
Managing the organisation	<ul style="list-style-type: none"> <li>• In the absence of the Head Teacher, to be responsible for the oversight of the school's budget and finances.</li> <li>• Manage finances and commission resources in order that systems and processes enable the best-possible provision for 'Personal Development' and 'Behaviour and Attitudes'.</li> <li>• Working closely with the Business Manager, monitor and evaluate the use of finance and resources to secure value for money.</li> <li>• Seek opportunities to maximise resources for the school and its community.</li> </ul>
Accountability	<ul style="list-style-type: none"> <li>• Produce regular and timely reports regarding school performance and provide information, support and objective advice to the LAB and Trust CEO.</li> <li>• Work collaboratively with the Local Academy Board, its sub-committees and with Trustees, as appropriate, to enable them to fulfill their monitoring, statutory and wider responsibilities.</li> <li>• Contribute to, and constructively evaluate, the organisation's systems that lead to the empowerment and inclusion of all stakeholders, enabling them to recognise they are responsible for the success of CAW; ensuring that individual accountabilities are clearly defined, understood, agreed and acted upon.</li> <li>• Work effectively and collaboratively with external partners and stakeholders to achieve mutually agreed objectives.</li> <li>• Ensure that high quality and effective communication is maintained within and beyond the school and with stakeholders.</li> <li>• Ensure that parents and carers are well informed about all aspects of CAW and, in particular, about 'Personal Development' and 'Behaviour and Attitudes' and targets for further improvement.</li> </ul>

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Strengthening community	<ul style="list-style-type: none"> <li>• Demonstrate sustained determination to ensure and encourage good relations between City Academy Whitehawk and its families.</li> <li>• Demonstrate sustained determination to ensure and encourage good relations between City Academy Whitehawk and the wider community, working closely with our Welfare Manager and Attendance and Community Officer.</li> <li>• Collaborate with families and with other agencies to ensure that CAW meets the wider needs of its pupils, staff and the local community.</li> <li>• Ensure that CAW works closely with other AAT academies and with Pansophic and other schools locally, nationally and internationally, and with appropriate external agencies.</li> <li>• Develop CAW as an asset for the local community, in line with AAT's vision.</li> </ul>
Safeguarding	<ul style="list-style-type: none"> <li>• As Deputy DSL, work closely with our Welfare Manager to contribute towards City Academy Whitehawk's excellent culture of safeguarding, actively promoting welfare and adopting exceptional safeguarding practice.</li> <li>• Ensure that CAW complies with all national and local safeguarding requirements.</li> </ul>
Equality	<ul style="list-style-type: none"> <li>• Ensure that City Academy Whitehawk reflects a vibrant and inclusive ethos which actively values and promotes diversity, unity and community cohesion, and supports pupils to become successful integrated citizens.</li> <li>• Work closely with our Enrichment Team to ensure prominence of all 'profile raising' events pertaining to Equality.</li> <li>• Actively challenge and address discrimination.</li> </ul>
Notes	
<p>This job description is not exhaustive and may be changed at any time to meet the changing requirements of City Academy Whitehawk and AAT. This job description details responsibilities but does not direct any particular priorities or amount of time to be spent carrying out these duties, save for the following point:</p> <ul style="list-style-type: none"> <li>• In terms of teaching it is envisaged that this will be a non-teaching post – however there will be an expectation that the successful candidate may teach some lessons e.g. intervention, PPA etc. when reasonably requested to do so by the Headteacher.</li> </ul>	

Signed on Behalf of:			
	Name	Signature	Role
City Academy Whitehawk			
Deputy Head QA			
LAB			
AAT			

### Person Specification for DHT at City Academy Whitehawk

*In addition to the below, it is expected that all aspects of the Teachers' Standards are fully met.*

Aspect	Requirement	Essential	Desirable	Assessment
Qualification	Qualified teacher status	x		Application Form
	NPQML, NPQSL or NPQH		x	
	Further relevant professional studies		x	
Experience	Senior Leadership experience	x		
	Evidence of a track record of individual teaching success	x		
	Leadership in staff professional development	x		
	Leadership in pastoral/pupil personal development	x		
	Successful experience of performance management of other staff	x		
	Track record in working with, and impacting on, parental engagement	x		
	Successful partnership working with other schools and/or academies, external agencies and stakeholders		x	
	Experience of teaching and leading effectively in more than one school		x	
	Experience of Ofsted processes		x	
	Experience in the management of nursery provision		x	
Knowledge & understanding	Understanding and application of school improvement principles	x		Application Form
	Thorough knowledge and understanding of national priorities and current developments	x		
	Thorough knowledge and understanding of the Ofsted Framework and its implications for school standards	x		
	Knowledge and understanding of the principles and practices of performance management of all staff	x		Supporting Statement
	In depth knowledge of best practice with regards to 'Quality of Education'.	x		Interview
	In depth knowledge of the national curriculum and early years curriculum	x		
	Understanding of issues related to schools in challenging or vulnerable contexts	x		

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Abilities & skills	Ability to plan strategically and to monitor, evaluate and review nominated aspects of CAW's systems and processes	x		Application Form Supporting Statement Interview
	Ability to lead, motivate, develop and inspire staff and encourage pupil and parental engagement	x		
	Ability to analyse and evaluate performance data in order to set aspirational and challenging targets	x		
	The ability to use technology to ensure all written communication reflects our best practice and the skill to ensure that it is of the highest quality aesthetic standard	x		
	Ability to work effectively as part of the school team and with governors, trustees, pupils, guardians/carers, stakeholders and partners within, and beyond, the education sector	x		
	Ability to sustain the ethos and refine the structures for managing behaviour, enabling pupils to become independent and self-regulating		x	
Accountability	Willingness to learn from others and to both seek and take advice	x		Application Form Supporting Statement Interview
	Excellent self-awareness and ability to manage self	x		
	Excellent interpersonal skills	x		
	Ability to secure the commitment of all stakeholders to the vision and ideas of City Academy Whitehawk	x		
	Ability to think strategically, creatively and to prioritise	x		
	Excellent communication (written, oral and presentation skills)	x		
	Ability to proactively engage with a range of external partners and networks	x		
Equality	Demonstrate knowledge and understanding of equality issues and legislation (both provision and outcomes)	x		Application Form Supporting Statement Interview
	Demonstrable commitment to equality of opportunity and inclusive education	x		
	Experience of organising collaborative partnerships with other service providers to meet the needs of individuals and groups of pupils		x	
	Ability to integrate equality policies into action		x	

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Safeguarding	Knowledge of local and national safeguarding requirements	x		Application Form
	Evidence of having complied with statutory obligations in order to achieve highly effective safeguarding	x		Supporting Statement
	Experience of performing effectively as DDSL or DSL		x	Interview
Other requirements	Commitment to forming and sustaining a close working relationship with the Headteacher, rooted in mutual respect and trust.	x		Application Form
	To maintain a sense of perspective and good humour	x		Supporting Statement
	To enjoy working in a challenging environment	x		Supporting Statement
	Resilience, the ability to work under pressure and to meet deadlines	x		Interview
CAW and AAT are committed to safeguarding and promoting the welfare of its pupils and expect all employees and volunteers to share this commitment. This post is subject to an enhanced DBS check and background identity checks.				