



JOB DESCRIPTION

Job Title:	Deputy Headteacher - Outcomes for staff
Start Date:	1st September 2024
Accountable to:	Headteacher
Hours:	Full Time 1.0 FTE
Salary:	L21 - L25 (£77,195 - £85,146)
Closing Date:	Tuesday 16th April 2024

Job Purpose:

The Deputy Headteacher will be responsible for ensuring that all members of staff, including potential ones who have yet to join the school, have a positive and productive experience. They will take leadership of recruitment, retention, marketing, induction, CPD, timetabling, staff Performance Development (Appraisal), staff voice and developing a cohesive staff community. They will work in close collaboration with the other Deputy Headteacher (Outcomes for Students) and Headteacher to provide the highest level of strategic leadership for the school. They will deputise for the Headteacher if they are unavailable for any reason.

About The Angmering School:

The Angmering School is a secondary school with 1,388 students of which 138 are in sixth form. We are a maintained school within the West Sussex Local Authority and retain an inclusive ethos which allows us to provide high quality educational experiences to all of the secondary aged children in the local community. We offer a broad and balanced curriculum, including a wealth of extra curricular activities for students to engage with. In our most recent Ofsted inspection (November 2022) the school was graded Good in all categories.

Main Duties to include:

- Development and implementation of a clear recruitment and retention strategy
- Working with support staff in the school to build an efficient timetable
- Ensuring that CPD is high quality, cost effective and meets the needs of all staff
- Promoting improved staff performance through coaching and Performance Development
- Ensuring that staff are well looked after as professional colleagues

Recruitment and retention of staff:

- Ensure that the school remains an attractive place to work
- Promote the school appropriately through local and national networks
- Design and implement a strategic approach to recruitment and retention
- Benchmark our recruitment and retention processes against the most successful schools

Building the timetable:

- Work with the Headteacher and Business Manager to identify the spending priorities for the school
- Build an efficient curriculum and teaching structure which supports the aims of the school
- Work with support staff and subject leaders to design and implement an efficient timetable
- Review and improve the timetable model over time
- Support adjustments to the timetable model to reflect changes throughout the year

Delivering High Quality CPD:

- Develop and implement a clear CPD strategy for the whole staff
- Plan for the delivery of CPD for both teaching and support staff
- Utilise the talents of all staff within the school to support professional development
- Develop and maintain a positive coaching culture across the school

Promoting high Standards of teaching:

- Take responsibility for academic standards within the departments you line manage, by raising expectations and ensuring all students make expected progress across all key stages.
- Support, direct, coach and motivate team members and support staff to deliver high quality teaching and learning.
- Monitor and evaluate the quality of teaching and learning in the departments you line manage.
- Challenge under performance and provide support through coaching and mentoring.
- Celebrate success.

Whole school responsibility:

- Work as part of the Headship team to innovate, develop and implement whole school priorities and promote a whole school vision.
- Ensure the effective implementation of school policies.
- Represent the school at external meetings and contribute to initiatives across West Sussex and beyond, including developing links with other schools, educational establishments and external venues as appropriate to the school
- Represent the views, comments and interests of the school

Develop own knowledge, skills and expertise:

- Maintain up to date knowledge of subjects including recruitment, HR and staff discipline
- Reflect on your own knowledge and skills in order that you can maintain an up to date knowledge in all relevant areas



This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this role. It is not intended to be an exhaustive list of skills, efforts, or duties, associated with the position. There may be a requirement to undertake other duties reasonably required by the line manager/Head Teacher provided the task is commensurate with the post holder's core skill competencies, knowledge and experience in the role.

This job profile recognises the demands of the current Pay and Conditions Regulations and reflects the policies established by the governors at The Angmering School.

Safer Recruitment

In complying with current employment legislation, schools are now required, as part of their shortlisting process, to carry out an online search as part of their due diligence.

If you are successfully shortlisted for any roles, an appropriate online search will be undertaken on your name. Information highlighted will be treated as confidential and will only be used in relation to the post for which you have applied.

All successful applicants will be required to undergo full safeguarding and vetting checks, including references and an enhanced Disclosure and Barring Service check, along with a relevant probationary period.