

Job Description

POST: Deputy Principal

RESPONSIBLE TO: Principal and Oasis Community Learning

GRADE: L16 – L20

KEY RELATIONSHIPS: Principal and Academy Leadership Team; relevant teaching and other associated staff; LA representatives; partner professionals; parents; local community; Oasis Academy Councillors; other Oasis Academies and Oasis Community Learning central staff.

LOCATION: Oasis Academy Brightstowe

WORKING PATTERN: Full-time and as described in the School Teachers' Pay and Conditions Document

JOB PURPOSE:

- To provide strategic leadership and management of areas of the Academy's work.
- To line manage a mixture of pastoral, curriculum and other teams.
- To deputise for the Principal in his absence as required.

Precise responsibilities will be decided by the Principal upon appointment of the successful candidate.

The post holder is expected to support the Academy's aims, vision and ethos, have a thorough knowledge of the Academy's policies and procedures and to reinforce these with all stakeholders where required. The post holder is expected to monitor and evaluate the specific areas for which s/he is responsible above in the context of the Academy's ethos and vision.

The post holder shall have the professional duties of a Deputy Principal teacher in accordance with the current DfE's School Teachers' Pay and Conditions document and wider responsibilities relating to strategic direction and development, teaching and learning, leading and managing staff and efficient and effective deployment of staff and resources in consultation with the Principal.

DISCLOSURE LEVEL: Enhanced

AREAS OF ACCOUNTABILITY:

The Deputy Principal will:

- Support the Principal to lead and manage the Academy towards achieving outstanding outcomes for our students, their families, staff and our local community.
- Provide information, objective advice and support to the Principal to make informed decisions about the development of the Academy and enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement.
- Play a leading role in creating and developing an organisation in which staff recognise that they are accountable for the success of the Academy.

- Ensure that an effective information flow is maintained within the Academy in line with the vision, ethos and values of Oasis Community Learning.
- Present a coherent and accurate account of the Academy's and individual's performance in a form appropriate to a range of audiences.
- Develop and encourage effective relationships between the Academy and the local community and ensure that national and global community links are forged through meaningful relationships, working closely with other schools, settings, and organisations on a local, national and global basis.

RESPONSIBILITIES

A. Strategic Direction and Development

- Be a strategic, supportive and pro-active member of the Academy Leadership Team.
- Play a key role in the development of the Academy as it becomes an innovative, high performing, and emotionally intelligent organisation for the 21st century.
- Effectively manage an agenda of significant and necessary change to raise standards in all areas of Academy life and support the transformation of the local community.
- Prepare for taking up a Principal's role within the next three to five years.
- Take the lead and manage specified areas of improvement and development.
- Make a significant contribution to the strategic development of all areas of the Academy, whether or not holding a direct responsibility for the strategic feature.
- Develop and maintain Academy policies and practices which promote high achievement and inclusion through effective teaching and learning across the Academy.
- Play a key role in creating an environment within the Academy where pupils and staff develop and maintain positive attitudes towards each other, teaching and learning, the environment and the community.
- Use national, local and Academy data effectively to monitor, evaluate and analyse pupil progress, planning and implementing effective intervention to support all pupils to achieve highly, develop self-esteem and to inform Academy policies and practices, expectations and teaching methodologies.
- Contribute to the Academy Improvement Plan, monitoring schedule, self-evaluation and the cycle of related documentation.
- Liaise effectively with all stakeholders including parents, partner primary and secondary schools, business and community partners and the wider community, as appropriate to designated strategic responsibilities.
- Network with other Academies and high achieving schools through Oasis Community Learning and other relevant networks; make and host regular visits in order to learn more about the ways that other organisations are effecting change and transformation
- Promote and support innovation so that educational outcomes are positively transformed

B. Teaching and Learning

- Secure and sustain effective teaching and learning through structured monitoring, evaluation and review processes including liaison with inspectors, advisors and consultants.
- Contribute to the leadership and development of the curriculum to best reflect the Academy's curricular aims and to meet the needs of all pupils.
- Work in conjunction with all staff to ensure that there is continuity and progression of learning.
- Promote extra-curricular activities and out of hours learning which enhance learning opportunities.
- Adopt a class based teaching commitment within the Academy, when required.

- Seek opportunities to collaborate with other Academies and high achieving schools through the Oasis Community Learning and other relevant networks to share and develop excellent pedagogies.
- Promote and support innovative pedagogy.

C. Leading and Managing Staff

- Line manage a range of staff and teams.
- Contribute to the leadership, management and development of teachers and support staff, working collaboratively to raise pupil achievement and attainment throughout the Academy and to provide effective support, guidance, challenge and information for all staff within designated areas of responsibility.
- Take an active role as a Team Leader within the Academy's PM policy in addition to promoting, presenting and providing and Continuous Professional Development opportunities to ensure the professional effectiveness of teaching and associated staff members.
- Maintain clear expectations, high standards of professionalism and collaboration to meet the Academy Improvement Planning priorities.
- Take responsibility, as part of the Academy Leadership Team, for the recruitment of staff and support processes that will enable the Academy to retain staff and, where appropriate, play a leadership and management role in management and succession processes.
- Take the lead co-ordination for key aspects of Academy organisation and management

D. Efficient and Effective Deployment of Staff and Resources

- Sustain an effective, stimulating and inclusive learning environment for teaching and learning.
- Deploy accommodation to effectively meet the teaching and learning/pupil needs across the Academy.
- Ensure a safe working and learning environment through application of appropriate risk assessment and adherence to current Health & Safety regulations
- Use appropriate resources, in consultation with the Principal through the line management of staff and teams, for effective, efficient and safe teaching and learning across the Academy; to include accommodation, agreed budgets, staff, time, courses, development opportunities and IT equipment.

E. Other Duties

- The post holder will be subject to performance objectives agreed and reviewed annually with the panel from Oasis Community Learning.
- The post holder is expected to carry out such other duties as may reasonably be assigned by the Principal.
- The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed

F. Safeguarding Children

- Oasis Community Learning is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks and safeguarding training.
- Senior members of staff are required to undertake Safer Recruitment in Education training.

The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.



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Person Specification

Our Purpose

Oasis Academies exists to provide a rich and balanced educational environment which caters for the whole person - academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally. Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a 'can do' culture which nurtures confident and competent people.

Oasis Ethos

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. Our work is motivated and inspired by the life, message and example of Christ, which shapes and guides every aspect of each of our schools. This is foundational to our belief that all people are created and loved by God as equal and unique beings, and to our commitment to model inclusion and compassion throughout all the aspects of the life and culture of each Academy community.

	Essential	Desirable
Qualifications	Qualified Teacher Status	<p>Masters' Degree</p> <p>Working towards NPQH.</p> <p>Achievement of a certificated/nationally recognised leadership qualification.</p>
Leadership and Management	<p>Evidence of successful leadership and management in more than one secondary school, both in successful and underperforming or challenging circumstances.</p> <p>Proven record of successful leadership at a senior level including:</p> <ul style="list-style-type: none"> • developing and implementing a vision for improvement; • evidence of successful leadership and management in a challenging/underperforming school as a senior leader and able to demonstrate success in raising standards; • successful innovator and manager of change across the whole school that has impacted upon achievement; • responsibility for development and improvement or sustained 	<p>Responsibility for professional development/ mentoring of colleagues.</p> <p>Experience of employment outside of education.</p> <p>Development of partnerships with other schools, business and the community.</p> <p>Experience of working initial teacher education providers.</p>

	<p>performance through significant whole school projects;</p> <ul style="list-style-type: none"> • and, effective use and development of a wide range of strategies for managing disaffection, poor behaviour and under achievement across the school. <p>Evidence of outstanding classroom practice, including high levels of progress and achievement for all students through use of a range of pedagogies and practices.</p> <p>Knowledge and understanding of current curriculum thinking and innovation.</p> <p>A thorough understanding of the Oasis vision, ethos and core values and its relevance to improving achievement and outcomes for young people, their families and the communities the Academy serves.</p> <p>A firm grasp of educational policy and the implications for the leadership and management of Academies.</p> <p>Ability to demonstrate enthusiasm as an effective leader and manager who can inspire colleagues.</p> <p>Effective behaviour management strategies combined with high expectations of pupils' behaviour.</p> <p>Creative and flexible thinker who anticipates and solves problems.</p> <p>Willingness to receive and offer constructive feedback.</p> <p>Excellent interpersonal, communication, presentation and ICT skills.</p>	
<p>Personal Qualities</p>	<p>Commitment to safeguarding and promoting the welfare of all children and young people.</p> <p>Willingness to undergo appropriate</p>	

	<p>checks, including enhanced DBS checks.</p> <p>Motivation to work with children and young people of all backgrounds and abilities.</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children and young people, families and colleagues.</p> <p>Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.</p> <p>Demonstrable commitment to the values and behaviours which flow from the Oasis ethos.</p>	
Personal Values	<p>A belief that young people can be successful with appropriate support to challenge barriers to learning.</p> <p>Full engagement with inclusive and comprehensive education.</p> <p>An inherent belief in the importance of raising standards and life-long learning.</p>	
Professional Development	<p>Evidence of a commitment to own professional development with the ultimate goal of achieving Principal role.</p>	<p>Recent relevant in-service training in management and leadership.</p>