



JOB DESCRIPTION & PERSON SPECIFICATION

JOB TITLE: Depute Head Teacher with responsibility for Raising Attainment

Job Description

JOB PURPOSE

Depute Head Teacher

The Depute Head Teacher will be one of the leading professionals in the Campus, directly reporting and accountable to the Campus Principal. The primary objective is to provide strategic professional leadership and management to promote a secure foundation from which to achieve high standards in all areas of the school.

Additionally, the Depute will be Child Protection Coordinator and Deputy Exams Officer

DUTIES

The key duties include but are not limited to the following:

SPECIFIC DUTIES

- Deputise for the Campus Principal (See Depute CP Job description attached)
- Lead and manage strategies to raise attainment and improve student outcomes in Key Stage 4 and 5, in line with HGIOS quality indicator **3.2: Raising Attainment and Achievement**
- Line management of Key Stage 4 & 5 Homeroom Teachers.
- Collaborate with the Learning Support Coordinator to ensure the curriculum and Campus provision for Key Stage 4 & 5 is personalised and appropriate for students with the full range of additional needs, including students who are identified as more able.
- Lead on options process / transition of Key Stage 4 into 5.
- Child Protection Coordinator (See CPC Job description attached)
- Collaborate with and deputise for the Exams Officer
- Provide day-to-day leadership, inspiration and management, and model the Learn to Learn Framework as a foundation of all teaching and learning.
- Ensure the Learning Centre is correctly used by staff and students, including training for staff and students in the use of different zones, and in routines for The Study and The Tutorial.
- Line management of staff as directed by the Campus Principal
- Uphold and promulgate the OneSchool Global Ethos and high moral values in all areas of the school and responsibility.
- Maintain orderly systems for student management and daily organisation which includes monitoring behaviour, attendance and punctuality.
- Develop and maintain highly positive communications with students, parents, colleagues, Campus Principal and CA Team / Board.
- Ensure 'inspection-readiness' of the Campus all times in relation to inspection or scrutiny from any regulatory authority.
- Perform such other duties as may be requested from time to time, commensurate with the role.

OTHER DUTIES

- To actively engage and provide leadership to a team of experienced, motivated and skilled practitioners.
- To be part of the Campus Leadership Team and undertake various leadership responsibilities and duties as directed by the Campus Principal



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- Support whole school initiatives and encourage others to do the same
- Ensure current high standards are maintained and progressed in all areas
- Support, review and actively implement agreed school policies and guidelines
- Be a role model in VC teaching, able to teach, support and coach colleagues to further their skills
- Communicate effectively with relevant stakeholders including the provision of parent events
- Line management of allocated staff, overseeing the appraisal process and completing annual performance management cycle, to include induction/probation processes where required
- Attend weekly 1:1 meetings with the Campus Principal to update on progress
- Attend weekly Campus Leadership Team meetings to share information, identify whole-school issues and plan whole-school progress strategies
- Support delivery and facilitate staff CPD in line with OSG UK policy, ensuring the OSG pedagogy and principles are embedded in all areas of learning across the school
- Contribute to the new staff induction programme as required
- Act as Homeroom Teacher for a designated year group if required.
- Contribution to senior leader reports and documents, including but not limited to the School Improvement Plan and Self-Evaluation, half termly and annual Safeguarding reports, under the direction of the Campus Principal
- Contribute to meeting the criteria to ensure the school maintains the highest standards as specified by ISI and HMIE
- Reporting on areas of responsibility as requested or regularly scheduled

TEACHING DUTIES

- To work in accordance with the Teachers' Standards and other professional guidance applicable to the region
- Contribute to target setting, and to the recording and tracking of student performance data, in accordance with school practices and as directed by the Campus Principal
- Ensure classroom teaching is well planned, appropriately pitched and differentiated to meet the needs of all learners incorporating principles of Self Directed Learning and digitally accessible where applicable
- Provide a stimulating classroom and online learning environment, where resources can be accessed appropriately by all pupils which is safe and conducive to learning
- Promote a classroom culture for learning in which everyone takes responsibility for a high standard of student behaviour
- Keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning, arranging interventions where required
- Set homework and mark work in line with the current school policies
- Attend and participate in staff meetings as requested by the Campus Principal
- Maintain a high standard and equitable approach to student welfare and behaviour management in line with the current school policy
- Consistently demonstrate a high standard of organisational skills in all areas of responsibility
- Utilise up to date knowledge and experience in all aspects of the curriculum and assessment, looking at new and innovative learning styles relevant to the classroom and online learning

GENERAL DUTIES

- To perform such other duties as may be requested from time to time, commensurate with the role
- Uphold and promulgate the OSG ethos within all areas of responsibility
- Contribute to, share in and promote the wider and longer-term vision of OSG UK and OneSchool
- To promote equality, diversity and inclusion and demonstrate this within the role, adhering to the OSG UK Equal Opportunity Policy
- Comply with and support the implementation of all School and OSG UK policies
- To adhere to Health & Safety Policies and ensure all tasks are carried out with due regard to Health and Safety
- To work with discretion and due regard to confidentiality and the principles of Data Protection, encouraging others to do the same
- To perform such other duties as may be requested from time to time, commensurate with the role



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PERSONAL DUTIES

- To set an example of positive personal integrity and professionalism, with positive, appropriate and effective communications and relationships at all levels
- Ensure high standards are maintained, progressed and promoted in all areas of work
- To undertake appropriate professional development and positively participate in the appraisal of own performance
- Communicate and co-operate effectively and positively with specialists from outside agencies where applicable
- Attendance at staff meetings as appropriate

PERSONAL ATTRIBUTES:

- An ability to model and contribute to the Ethos and Values of the Trust
- Empathy and a positive regard for young people and staff
- Energy, tenacity and determination; dedication and a willingness to work hard
- Flexible, adaptable and able to prioritise, plan, and organise effectively; resilience under pressure
- An ability to manage workload effectively

SAFEGUARDING

OneSchool Global UK is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records, online searches and vetting checks.

We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the school. This is in line with statutory guidance Keeping Children Safe in Education 2023 and The Education Act 2002, we expect all staff and volunteers to share this commitment.

TO BE READ IN CONJUNCTION WITH:

- OSG Child protection and Safeguarding policy
- National Guidance for Child Protection in Scotland

REPORTING TO

- Reporting to Campus Principal

SUPPORT FOR THE ROLE

The role is supported on occasion by NSO (National Support Office)

OneSchool Global UK provides a range of support services in areas such as ICT, recruitment, HR, policies, resources and compliance.



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ISSUED BY

OneSchool Global UK

Issue date: September 2023

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Person Specification

Specification	Essential	Desirable
Experience and Knowledge	- Experience in leading and managing teams. - Experience of teaching a secondary subject - Ability to implement and monitor strategies for raising attainment. - Experience in developing and implementing targeted interventions to improve student outcomes.	- Experience in a similar leadership role within a secondary school. - Experience in leading whole-school initiatives or projects. - Experience of Virtual Learning Environments - Experience with Zoom technology - Understanding of the principles and quality indicators of "How Good is Our School?" (HGIOS). - Experience as a Child Protection Coordinator
Education and Qualifications	- QTS/GTCS registration in a secondary subject - Degree	- Into Headship Post Graduate Qualification - NPQSL or similar
Skills and Abilities	- Strong leadership and management skills. - Excellent data analysis skills and the ability to use data to inform decision-making. - Good communication skills written and verbal - Be able to establish clear boundaries - Strong organisational and coordination skills - Excellent ICT skills to support pupils' learning - A positive role model of professional practice and conduct of others - Be sensitive to the needs of children - Be trustworthy and discreet maintaining confidentiality	Experience in using technology to enhance teaching and learning.
Training	- Willingness to undertake relevant training and identify own development needs - Committed to ongoing CPD and Professional development	
Attributes and Attitudes	- Flexible approach and positive attitude towards work - Collaborative working with colleagues both at Campus level and across OSG schools network - Punctual and reliable - Ability to adapt to changes in the workplace	
Equality, diversity and inclusion	Knowledge, understanding and commitment to equality, diversity and inclusion informed by practical experience and application	



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Safeguarding	• Knowledge, understanding and commitment to safeguarding and promoting the welfare of students • Ability to form and maintain appropriate relationships and personal boundaries with students	
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The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with a Children's barred list check, or the equivalent, and must be eligible to work in the UK.

The post holder will also be required to undergo a Section 128 Prohibition from the management of independent schools check due to the duties of this post involving management responsibility.

OneSchool Global UK is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

All staff are expected to be committed to the Equal Opportunities Policy.

Employee Name:

Employee Signature:

Date:

Line Manager Name:

Line Manager Signature: