



Job Profile: Deputy Head of Centre

Post Title:	Deputy Head of Centre
Salary:	Leadership 9 – 13
Base Location:	Wey Valley College
Directly Accountable To:	Head of Centre

Key Accountabilities

- In the absence of the Head of Centre to effectively deputise to provide appropriate education and wellbeing to pupils and staff
- Effective liaison with schools, parents, behaviour support staff and all agencies involved.
- Teach pupils within the school in line with the policies particularly in implementing effective strategies to meet individual pupil need and ensure progress working towards reintegration
- Contribute to the School's SEF, SDP and CDP
- Support the Head of Centre in developing an appropriate curriculum and strategies to meet the educational and behavioural needs of pupils referred.
- The efficient timetabling and deployment of staff to secure the best educational outcomes for pupils.
- To act as a positive role model and develop appropriate positive relationships with colleagues, other professionals and students.
- In liaison with the Head of Centre, to lead on specific areas of the curriculum.
- Keep up to date with developments in Education
- To support the Head of Centre to maintain an outstanding Judgement in all areas at WVC
- Where appropriate to assist with School to School support under the Director of Education
- To agree a personal work programme with the Head of Centre and undertake any appropriate duties as directed by them
- Familiarise, uphold and promote the aims of the council's Equality and Diversity policies in the course of day-to-day work

Success Criteria

- That resources in the school are effectively deployed to support schools, staff and pupils.
- The school is effectively managed in the absence of the Head of Centre.
- Evidence to demonstrate effective teaching to ensure pupil progress.
- Evidence that curriculum plans and schemes of work are in place.
- Ensure that appropriate and effective management information systems are in place.
- Evidence that the school has developed programmes for supporting schools, staff and pupils in the management of pupil behaviour.

Person Specification

Qualifications

- Qualified Teacher Status on Upper pay scale
- GTC Membership

Experience

- Substantial experience in working with pupils with social, emotional and behavioural difficulties.
- Substantial experience in identification, assessment and personalised programme delivery for pupils with SEN.
- Substantial experience in teaching secondary mainstream curriculum. Willingness to teach KS4 Mathematics.
- Experience of leadership and management in an educational setting.
- Experience of working with other agencies and professionals and other key stakeholders.

Knowledge

- Knowledge of current primary and/or secondary practice
- Knowledge of progression routes and guidance
- Knowledge of legislation in the field of education and special educational needs.
- Knowledge and experience of devising/monitoring individual programmes assessment, recording and reporting.

Specific Skills

- Proven ability to manage/resolve conflict.
- Ability to teach across the curriculum.
- The ability to establish trusting relationships with professionals, children, parents/carers and professionals.
- The ability to communicate effectively both in writing and orally.
- The ability to manage people sensitively and demonstrate empathy.

Personal Qualities

- Confident and calm personality with the capacity to understand issues which may present as negative behaviour.
- Strong self image with the capacity to give and receive constructive feedback.
- Creative, dynamic approach.
- Commitment to researching and implementing best practice including restorative approaches to resolve conflict.
- Excellent interpersonal skills.

Other factors

- Enhanced DBS & CRB
- Valid driving licence and use of a car.