

Job Description for the Post of Deputy Head of School, Bedelsford Chaucer Centre

Role Overview:

The Deputy Head of School will work closely with the Head of School to provide strategic and operational leadership, ensuring the delivery of outstanding education and care for all students. This role will contribute to the continued development and growth of the New Chaucer Centre within the ethos and standards of Orchard Hill College & Academy Trust.

Key Responsibilities:

1. Strategic Leadership

- Support the Head of School in defining and delivering the vision, ethos, and strategic priorities of the New Chaucer Centre.
- Contribute to the Trust-wide strategic planning, ensuring alignment with Orchard Hill College & Academy Trust policies and objectives.
- Lead school self-evaluation and development planning, monitoring progress against agreed targets.
- Act as a positive ambassador for the school and Trust, representing the Centre in internal and external forums.

2. Operational Management

- Assist with the day-to-day operational management of the school, including timetabling, resource allocation, and facilities oversight.
- Ensure compliance with statutory requirements, Trust policies, and local authority expectations.
- Oversee school data management and reporting, ensuring accurate and timely information is available to the Head of School and Trust leadership.
- Support financial planning and management, including monitoring budgets and overseeing resource expenditure.

3. Curriculum & Teaching Excellence

- Drive the development, implementation, and evaluation of a broad, balanced, and inclusive curriculum that meets the needs of students with complex learning difficulties.
- Monitor and evaluate teaching and learning across the school to maintain high standards and promote continuous improvement.
- Lead initiatives to embed evidence-based teaching strategies and innovative approaches to learning.
- Support staff in planning, differentiation, assessment, and the use of learning technologies.

4. Staff Leadership & Professional Development

- Line-manage key staff and provide coaching, mentoring, and performance management to ensure high-quality teaching and support.

- Lead staff development programs, fostering a culture of professional learning and collaboration.
- Support recruitment, induction, and retention of high-calibre staff.
- Model excellent practice and provide visible, approachable leadership for all staff.

5. Pastoral Care & Safeguarding

- Take a leading role in the welfare and safeguarding of students, ensuring policies and procedures are rigorously applied.
- Promote a positive school culture where students feel safe, valued, and supported to achieve their potential.
- Oversee student behaviour management systems, supporting staff and parents in achieving consistent approaches.
- Collaborate with families, carers, and external agencies to ensure holistic support for students' development.

6. Quality Assurance & Performance Management

- Lead monitoring, evaluation, and reporting systems to assess school effectiveness, including lesson observations, learning walks, and student progress tracking.
- Support the Head of School in inspections, audits, and external evaluations.
- Contribute to the development and implementation of school policies and procedures.

7. Community Engagement

- Foster strong relationships with parents, carers, and the wider community.
- Promote the school through outreach activities, partnerships, and events.

Safeguarding Commitment

Orchard Hill College and Academy Trust are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Appointments made will be subject to an Enhanced Disclosure via the Disclosure and Barring Service.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

Orchard Hill College and Academy Trust is proud to be a Disability Confident Employer, committed to creating an inclusive and supportive workplace for all.

Additional notes

- *Job Descriptions are to be reviewed annually*
- *The responsibilities listed above are the essentials of the post; it is always open to the postholder to propose ways of extending these responsibilities*

Person Specification

The Person Specification shows the abilities and skills you will need to carry out the duties in the Job Description. Shortlisting is carried out based on how well you meet the requirements of the Person Specification. You should mention any experience you have had which shows how you could meet these requirements when you fill in your Application Form. If you are selected for interview, you may be asked also to undertake practical tests to cover the skills and abilities shown below.

Area	Requirements	Essential/Desirable
Qualifications	Qualified Teacher Status	Essential
	Degree or equivalent professional qualification in education	Essential
	Postgraduate qualification in Special Educational Needs, Leadership, or Management (e.g. NPQG, Maer's in SEN or Leadership)	Desirable
	Evidence of recent of professional development relevant to SEN of school leadership	Essential
Experience	Significant leadership experience within a school setting (preferably special needs or complex needs)	Essential
	Experience in curriculum development, assessment, and monitoring of teaching and learning	Essential
	Proven track record of improving student outcomes in SEN or complex needs settings	Essential
	Experience in staff management, professional development, and performance management	Essential
	Experience in operational management of a school, including timetabling, resource allocation, and budget oversight	Desirable
	Experience of working with external agencies, parents, and multi-disciplinary teams	Essential
	Experience preparing for or contributing to school inspections (Ofsted or equivalent)	Desirable
Knowledge & Understanding	Deep understanding of the SEN framework in the UK, including the Children and Families Act 2014, EHCPs, and SEND Code of Practice	Essential

	Understanding of safeguarding requirements, child protection, and health & safety policies	Essential
	Knowledge of curriculum design, assessment, and differentiation for students with complex needs	Essential
	Understanding of behaviour management strategies in a special needs context	Essential
	Knowledge of statutory and regulatory frameworks for schools and academies in the UK	Desirable
	Awareness of inclusive educational practices and approaches to personalised learning	Essential
	Knowledge of multi-agency working and collaboration in SEND settings	Desirable
Skills & Abilities	Inspirational leadership and ability to motivate staff, students, and stakeholders	Essential
	Excellent communication and interpersonal skills, including the ability to engage parents and carers effectively	Essential
	Strong organisational and strategic planning skills	Essential
	Ability to monitor, evaluate, and improve teaching and learning	Essential
	Competence in using data and assessment information to inform decisions	Essential
	Ability to manage complex pastoral and behavioural issues sensitively and effectively	Essential
	Proficiency with IT systems and school management software	Desirable
	Ability to represent the school positively within the Trust and wider community	Essential
Personal Attributes	Commitment to the ethos and values of the Orchard Hill College & Academy Trust	Essential
	Resilient, adaptable, and able to work under pressure	Essential
	High levels of personal integrity and professionalism	Essential

	Empathy, patience, and understanding of the needs of children and young people with complex needs	Essential
	Collaborative and team-oriented approach	Essential
	Commitment to continuous professional development	Essential
	Innovative and forward-thinking in developing inclusive education strategies	Desirable

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This **Job Description** and **Person Specification** is current but will be reviewed on an annual basis and following consultation with you, may be changed to reflect or anticipate changes in job requirements which are commensurate with the job title and grade in line with the school's changing needs.

As part of the Orchard Hill College & Academy Trust's pre appointment checks, current and past employers will be contacted for shortlisted candidates. Any discrepancies or anomalies, and/or issues from references will be discussed at interview with shortlisted candidates.