**Job Description**

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| **Job Role:** | **Deputy Head Teacher** (Quality of Education) |
| **Job Family:** | Teaching & Learning |
| **Responsible to:** | Head Teacher |
| **Line Manager:** | Head Teacher |
| **Salary/Grade:** | Leadership L12-16 |

**Job Overview:-**

With support from the Head Teacher (HT), Chief Executive Officer (CEO), Director of Education (DoE) and Executive Leadership Team (ELT), the Deputy Head Teacher (DHT) will have professional responsibility for the educational aspects of the School and operational responsibility as determined by the HT, organisation, management and conduct of the School.

We aim to deliver exceptional learning experiences that lead to significantly improved life chances and outcomes for our children and young people with SEND.

**Main Purpose:**

In collaboration with the Senior Leadership Team, the DHT will have professional and operational responsibility for the leadership, organisation, management and conduct of the School. The DHT must manage the day to day operations of the School and have a sound grasp of the essentials of running a successful specialist School: teaching and learning; curriculum design and staff development. This requires a hands-on approach. At the same time the DHT will support the HT in raising the profile of the organisation and be able to communicate effectively with funders and other stakeholders.

The key areas of responsibility are to lead the development and continuous improvement of the quality and impact of education.

The successful candidate will be a strategic and supportive member of the leadership team, playing a key role in the development of the school as it becomes an innovative, high performing and emotionally intelligent 21st century organisation, effectively managing priorities to raise standards in all areas of school life.

## The duties outlined are in addition to the ones stated in the latest School Teachers’ Pay and Conditions Document that you will automatically be required to meet. You can be required to undertake professional duties delegated by the HT and have a maximum of a 0.3 teaching commitment. In the absence of the HT you may be expected to assume the role and duties of the HT.

**Key responsibilities:**

* Create a culture where students experience a positive and enriching education.
* Ensure a culture of staff professionalism and resilience.
* To ensure a high-quality service is provided to meet the educational and support needs of the students
* To put in place appropriate systems, regulations and processes that align with Brunel Academies Trust
* To ensure the school meets the essential requirements of relevant inspection and regulatory bodies
* To support the development of the school’s offer for present and future needs
* To support the school’s implementation of the MAT governance and QA framework
* To work with the Brunel leadership to ensure the school meets the Trust’s strategic objectives

**Leadership and Management:**

The DHT, working with the HT and other staff members, will help to develop and implement the strategic view of the School and analyse and plan for its future needs and developments.

* Undertake the role of Deputy Designated Safeguarding Lead (DDSL) and work as part of the Safeguarding team.
* To act as the professional lead for Governors Q of E committee.
* Create, shape and promote the Teaching and Learning values of the school and therefore communicate and drive the direction to ensure outstanding teaching and successful learning of all students
* Enable and encourage all members of the teaching and support staff to work towards the school’s aims and to achieve the Strategic vision and annual whole School targets
* Introduce, lead and manage specific initiatives for development
* To deputise for the Head Teacher when appropriate.

**Teaching and Learning:**

* Be responsible for the day-to-day management of the curriculum, teaching & learning of the school, all of which should be appropriate to the students’ experience, interests and aptitudes
* Monitor and evaluate the curriculum
* Develop curriculum leadership
* Lead on new developments in the curriculum in the context of local and national initiatives
* Consistently ensure high standards of teaching and learning across all subjects and phases.
* Lead and develop the system for monitoring and developing the quality assurance of teaching and learning, providing coaching and mentoring where necessary
* Lead and develop effective assessment, recording and reporting system of student progress.
* Effectively use formative assessment to inform strategy and decisions.
* Create and maintain an attractive and exciting environment for learning, underpinned by effective pedagogy and adaptive teaching.
* Give a high priority to the further development of a wide range of teaching and learning opportunities
* Line-manage key members of school staff and provide coaching and mentoring where necessary.
* Lead on the processes relating to nationally recognised and appropriate qualifications.
* Promote the effective management of positive student behaviour

**School Improvement:**

* Support the HT to develop and deliver on an effective SEF which identifies appropriate priorities and targets for the next academic year
* Work with the HT to translate the key priorities of the SEF into an effective School Improvement Plan
* Take responsibility for implementing the actions identified.
* To monitor student progress.

**Compliance: Behaviour, Safety and Care of Students**

* Ensure with the HT that the information held on the SCR is both accurate and up to date
* Ensure the practice of safer recruitment in checking the suitability of staff and volunteers
* Work with students, teachers and families to enhance awareness of safeguarding issues
* Promote a culture of Health and Safety wherever student learning takes place
* Ensure compliance with all relevant Health and Safety legislation
* Initiate, review and publish school policies in all areas and compliance with national guidelines
* Promote equality of opportunity regardless of gender, social, cultural, linguistic, religious or ethnic background through range of activities

**Financial Management:**

* Work with the HT on the day-to-day management of the school budget, and ensure this resource is managed efficiently and effectively.
* Allocate financial resources appropriately, efficiently and effectively.

**Estate: The Learning Environment**

* Work with the HT to ensure the school buildings and grounds including the contents and equipment are safe and well-maintained
* Ensure the learning environments are compatible with the vision of the school and provide the highest quality learning opportunity for all our students by working with the Central Services and Premises team to make improvements and maintain the facilities to meet the needs of all our students

**The Community (we serve): Parents/carers and the wider community: -**

* Communicate the vision of the school to parents, stakeholders and the wider community, both in person and via written and /or electronic media
* Support the HT in the management of the school website to ensure it is fit for purpose and it meets the needs of its users
* Support the HT in promoting and maintaining good links with local community
* Participate fully in the local community and maintain good links within it
* Maintain and promote our open-door policy with parents, carer and local stakeholders and with other professional providers to continually review improve and develop provision

**Other Duties:**

Please note that Brunel Academies Trust (Brunel) is based over a number of sites in and around the Swindon area and you may be required to work from different sites, as directed by the HT/CEO.

The post holder may be required to perform duties other than those given in the job description. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify the re-valuation of a post.

The CEO and LGC retains the right to implement changes to this job description to reflect changes in the demands of the post and this will be done in consultation with the post holder.