

FOREST OAK SCHOOL

JOB DESCRIPTION

POST DESIGNATION:

DEPUTY HEAD

POST GRADE ALLOWANCE:

LEADERSHIP POINTS L20 TO L24

Introduction

The post holder is required to carry out duties of a Deputy Headteacher in accordance with the provisions of the current School Teachers Pay and Conditions Document and within the range of teachers duties set out in that document. This job description will be reviewed in response to School Improvement Priorities.

1. CORE PURPOSE:

- 1.1. To support the Principal in leading and managing the school to the highest professional standards and to manage the school in the Principal's absence.
- 1.2. To uphold the ethos, aims and values of the school, its policies and codes of practice at all times and in all circumstances.
- 1.3. To implement and deliver an appropriately broad, balanced and relevant and differentiated curriculum for all learners.
- 1.4. To monitor and support the overall progress and development of learners.
- 1.5. To facilitate and encourage learning experiences which provide pupils with the opportunity to contribute to raising standards of attainment / achievement.
- 1.6. To share and support the school's responsibility to provide and monitor opportunities for personal growth and independence.
- 1.7. To provide for the Principal an overview of major school issues through a wide ranging awareness and contact with staff and pupils.
- 1.8. To contribute to the overall leadership and management of Forest Oak School with specific responsibilities identified.
- 1.9. To assist the Principal in promoting awareness and observation of the Health and Safety Guidelines of Solihull Council.
- 1.10. To have agreed teaching responsibility where appropriate.
- 1.11. To lead a subject across the school (subject to be confirmed on appointment)
- 1.12. To ensure that pupils are safe within school

RESPONSIBILITIES AND ROLE

2. MONITORING AND EVALUATION:

- 2.1 To work with the Principal to ensure that the aims, vision, values and objectives of the school are achieved through an effective School Improvement Plan.
- 2.2 With the School Leadership Team, support the Principal in the implementation and evaluation of the School Improvement Plan.
- 2.3 To assist the Principal in identifying school needs by a process of school self-review, as

agreed by the governing body. To assist in the monitoring and review of the outcomes of the review.

- 2.4 To develop a clear knowledge of the administrative and financial matters related to Forest Oak School and to work with the school business manager in building an understanding of pupil funding and budgetary issues.
- 2.5 To meet with the Principal and/ or the school leadership team on a regular basis to discuss matters of policy, organisation and development.
- 2.6 To work within the school ARR policy in analysing performance data and setting school targets for consideration by the governing body.
- 2.7 To report to Principal and Governors on pupil safeguarding
- 2.8 To support the Principal to draw on the school community to create a productive learning environment, which is engaging and fulfilling for all learners.
- 2.9 To take whole school responsibility for:
 - Curriculum Co-ordination
 - DSL - Safeguarding
 - Performance Management Leader (for identified staff)
 - Monitoring and Evaluation of Teaching & Learning and Pupil Progress
 - Accreditation for KS3,KS4 & KS5
 - CPD, including induction and ECT (Early Career Teachers)

3. STAFFING

- 3.1 To share with the Principal the responsibility for supporting and promoting the wellbeing of all staff.
- 3.2 To ensure that appropriate support systems are in place for students and initial teacher training placements.
- 3.3 To co-ordinate cover for absent staff in partnership with Principal / SLT and the school administration team.
- 3.4 To assist the Principal in the deployment of staff.
- 3.5 To manage school staff rotas, timetables, duties and PPA

4. STAFF DEVELOPMENT

- 4.1 To have responsibility with the Principal for leading and managing all staff and acting as a role model to ensure the highest standards are delivered at all times.
- 4.2 To ensure appropriate opportunities for induction and to work with the SLT to ensure opportunities for continuing professional development are in place for all staff and are linked to staff appraisal and school improvement priorities.
- 4.3 To work with the Principal to ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- 4.4 To acknowledge, share and promote excellence and develop effective team working.

5. PUPILS

- 5.1 To have responsibility with the Principal for the discipline, behaviour and welfare of all pupils.
- 5.2 To share with the Principal responsibility for Child Protection, safeguarding and children in care. To be the school LAC lead
- 5.3 To have responsibility with the Principal for medical needs.

6. LEADING, LEARNING AND TEACHING

With the Principal:-

- 6.1 Ensure a consistent and continuous school-wide focus on pupil achievement, using data and benchmarks to monitor progress in every child's learning.
- 6.2 Ensure that learning is at the centre of strategic planning and resource management.
- 6.3 Establish creative, responsive and effective approaches to learning and teaching.
- 6.4 Ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
- 6.5 Demonstrate and articulate high expectations and monitor alongside the AHT the stretching target set for the whole school community.
- 6.6 Support and implement strategies, which secure high standards of behaviour and attendance.
- 6.7 Contribute to the determination, organisation and implementation of a diverse, flexible curriculum and assist in the implementation of an effective framework.
- 6.8 Take a senior position in the development of new and emerging technologies to enhance and extend the learning experiences of pupils.
- 6.9 Support with key stage developments and day to day management.
- 6.10 Monitoring, evaluating and reviewing classroom practice and help promote improvement strategies.
- 6.11 As directed, challenge underperformance at all levels and with the SLT ensure effective corrective action and follow-up is put in place and has an impact on improvement.

7. PARTNERSHIPS AND STRENGTHENING COMMUNITY

- 7.1 To share with the Principal, responsibility for providing guidance, advice and support to parents and carers in the school.
- 7.2 To share with the Principal the development of partnership working with other special schools and mainstream partners and to develop partnerships in outreach, in-reach and inclusion opportunities.
- 7.3 To work with the Principal in creating and maintaining effective partnerships with Forest Oak School to support and improve pupil achievement and personal development.
- 7.4 To lead and to facilitate multi agency working in school including overviews of SLA's.
- 7.5 To attend meetings of the Governing Body and any relevant sub committees as appropriate.
- 7.6 To develop links with the LA and the wider community.
- 7.7 To build a school culture and curriculum, which takes account for the richness and diversity of the school's communities.

8. DEVELOPING SELF AND WORKING WITH OTHERS

With the Principal:-

- 8.1 Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture.
- 8.2 Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities.
- 8.3 Maintain effective strategies and procedures for staff induction, professional development and performance review. To be a Team Leader for Performance Management.
- 8.4 Support effective planning, allocation and evaluation of work undertaken by teams and individuals, monitoring the clear delegation of tasks and the effective devolution of responsibilities.
- 8.5 Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- 8.6 Maintain a culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory.
- 8.7 Regularly review own practice, set personal targets and take responsibility for own personal development.
- 8.8 Manage own workload and that of others to allow an appropriate work / life balance

9. PERSONAL GROWTH AND DEVELOPMENT

- 9.1 Ensure all staff are kept informed of the school's strategic objectives, core priorities, development and progress through effective communication.
- 9.2 Implement effective procedures to safeguard pupils at all times.
- 9.3 Contribute to the recruitment, induction and professional development of the school's workforce to achieve the school's vision and goals, including initial teacher trainees.
- 9.4 Help to create and promote positive strategies for challenging racial and prejudice and dealing with racial harassment.
- 9.5 Put into practice school policies for learning experiences for pupils that are linked into and integrated with the wider community.
- 9.6 To support teaching staff to collaborate with other agencies in providing for the academic, spiritual, moral and cultural wellbeing of pupils and their families.
- 9.7 Create and maintain an effective partnership with parents and carers to support and improve pupil's achievement and personal development.
- 9.8 To seek opportunities to invite parents/ carers, community figures, businesses or other organisations into the school to enhance and enrich the school and its values to the wider community.
- 9.9 To contribute to the development of the education system by, for example sharing effective practice, working in partnership with other schools and promoting innovative initiatives.

10. ENVIRONMENT

- 10.1 Ensure the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and ensure value for money.
- 10.2 Contribute to the development of the school site to ensure it meets current and future needs within a sustainable framework ensuring the range; quality and use of available resources are evaluated to improve the quality of education for all pupils.
- 10.3 As appropriate generate new income streams and grant funding to complement and enhance the achievement of the school's strategic objectives and which are supportive of the school's ethos.

The Deputy Headteacher will undertake any other reasonable tasks or duties assigned by the Principal. He / She also has all the responsibilities of any teacher at Forest Oak School.

TEACHER JOB DESCRIPTION

All teachers at Forest Oak School will carry out their duties in line with those set out in the current School Teachers' Pay and Conditions Document.

Employees will carry out such duties which reasonably correspond with the general character of the post and are commensurate with its level of responsibility.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Appointment to this post is subject to an enhanced DBS and background check.