

JOB DESCRIPTION:

Deputy Head Teacher



Job Title:	Deputy Head Teacher
Grade:	Standard National scale in line with the current School Teachers' Pay and Conditions document
School:	Cumbria Academy for Autism
Salary Scale:	Leadership Scale L5 - L10
Responsible to:	The Head Teacher, the Governing Body
Supervisory responsibility:	The Senior Leadership Team and ultimately all school staff
Principal responsibility:	The appointment is subject to the current conditions of service for Deputy Head Teachers contained in the School Teachers' Pay and Conditions document and other current education and employment legislation. In carrying out their duties the Deputy Head Teacher shall consult, when appropriate: the Head Teacher, the Governing Body, the Academy and Trustees, the staff of the school, the parents of its pupils.

Main purpose of the post

- To ensure the vision for the school is clearly articulated, shared and understood and acted upon effectively by all
- To work with the Head teacher and as a member of the SLT ensure a high standard of education provision for all pupils and assist the Head teacher to support the Governing Body in fulfilling its responsibilities in accordance with national legislation and the Academy Trust.
- To assist the Head teacher in the efficient running of the school by developing and maintaining effective whole school systems, practices and procedures to create an organisational culture which is embedded in the school's values.
- To assist the Head teacher in ensuring that there is consistency of teaching, continuity in context and skills, and high standards of learning and SEN pastoral care throughout the school.
- To help, support and encourage all teaching and non-teaching staff in school, promoting and developing an effective internal communication system working together.
- To work alongside the Head teacher to maintain and develop a robust self-evaluation programme that is based on evidence to support the School Development Plan.
- To deputise for the Head teacher in his absence and to assist in the overall management of the School.
- To be an excellent practitioner and lead by example at all times by demonstrating consistent high standards of personal and professional conduct, acting within the statutory frameworks which set out their professional duties and responsibilities. To be responsible for promoting and safeguarding the welfare of children and young people within the school.
- To work with colleagues within the leadership team to monitor children's progress and attainment and continue to raise standards, socially, emotionally and academically.
- To lead by example making a positive contribution to the wider life and ethos of the school
- To develop effective professional relationships with colleagues.

Leading – specific responsibilities for leadership in the School

- To share with the Head Teacher and Governors the management and running of the School by helping to produce clear aims, effective policies and strategic planning.
 - To share with the Head Teacher the responsibility for ensuring that the school's aims and objectives are achieved and support the Head Teacher in developing and maintaining high morale and confidence amongst all staff and to set an example of high professional standards and leadership.
 - To motivate and work with others to create a shared culture and a positive climate that reflects the vision of the school
 - To be responsible for the performance appraisals of an identified group of staff (teachers, support and admin staff) across the school setting clear objectives and targets, Primary focus in the first instance.
 - To demonstrate an ambitious vision for the school and strive for high expectations for every pupil by setting high standards and leading by example in all areas of work.
 - To constantly evaluate the strengths and weaknesses in the school and use the findings to actively promote improvement, ensuring that a thorough understanding of the school's performance, staff and pupils' skills and attributes are present
 - To develop leadership capacity through CPD and work effectively at all times with the Head Teacher, governing body, parents, members of staff and other schools as representative of the SLT
 - To work together in the SLT to effectively develop strategies and promote and sustain an effective leadership model that is focused on the rigorous implementation of improvement plans
 - To take a lead role in the review, development and timetabling of activities relating to the curriculum across all key stages.
 - To ensure that a consistent approach to policies and procedures is adhered to.
 - To work closely with other leaders to ensure effective transition across key stages.
 - To assist with the selection and appointment of staff to the school and coordinate the appointments of NQTs and students and subsequently assist with induction and professional development.
 - To effectively manage and deploy teaching and support staff (including absence cover), financial and physical resources within the school to support the delivery of the curriculum.
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Teaching and Learning - specific responsibilities

- To assist with development of good practice in teaching and learning methods and consistently provide high standard teaching and curriculum planning to extend and build pupils' knowledge.
- To assist in the monitoring and evaluation of standards of teaching and learning in school, taking action to ensure that the standards are consistent with the aims and objectives and the mission of the school.
- To advise teaching staff in planning and implementation of long and medium term plans across the curriculum.
- To work alongside the Head Teacher and SLT to devise and implement strategies to remove barriers to learning and enable all pupils to have full access to a broad and balanced curriculum.
- To work with teachers to provide high quality learning setting high expectations and establishing a stimulating environment for pupils.

- To work with the Head Teacher and SLT to ensure pupils' behaviour is managed effectively to create a good and safe learning environment and establish a framework for discipline with a range of strategies.
 - To plan and prepare work for the short, medium and long term.
 - To assess, record and report on the development progress and attainment of pupils and maintain effective records and assessments to ensure pupil progression.
 - To maintain good order and discipline among pupils with particular reference to health & safety.
 - To provide pastoral care, guidance and advice to pupils as appropriate.
 - To lead and participate in meetings covering school and pupil activities and attend and lead assemblies.
 - To communicate and consult with parents/carers and other relevant bodies applicable to the role.
 - To carry out the duties of a subject teacher for up to 20% of the timetable.
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General

- To assist the Head Teacher in establishing a positive school ethos to ensure that the school is an inclusive SEN learning community.
 - To provide leadership and give practical support and encouragement to teaching and non-teaching staff and provide assistance to staff seeking clarification of difficult issues.
 - To understand and know how to use local comparative and school data including set clear targets for children's achievement in social, academic and individual progress.
 - To understand how children's learning is affected by their physical, intellectual, emotional and social development.
 - To understand the needs of pupils with ASC and how this can impact on their educational needs.
 - To be able to work proactively and supportive of staff and pupils to meet highly individualised needs of pupils.
 - Adhere to all National and Trust regulations and guidelines.
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Safeguarding and promoting the welfare of children

- Understand and implement legislation with regard to Health and Safety, such that the school meets its statutory requirements and is a safe environment for learning, and promoting the well-being of staff and students.
- Ensure that all aspects of KCSIE 2020 and working together guidance are clearly implemented and monitored
- Promote and safeguard the welfare of all students and their wellbeing
- Operating within a culture of listening to children and taking account of their wishes and feelings, both in individual decisions and the development of services.

This job description is not exhaustive and the job holder may be asked to undertake duties that are commensurate with the level and grade of the role which may be delegated by the Head Teacher.