

Name:

Post: Deputy Head Teacher

Reporting to: Co-Head Teacher

Salary Scale: Leadership Scale L15 – L19

Date: September 2021

Purpose of the job

- Lead on standards and provision for pupils' personal development and welfare
- Lead on standards and provision for vulnerable pupils, including responsibility for promoting and safeguarding the welfare of children within the school
- Promote educational excellence through high quality Continuing Professional Development and ensure staff well being
- Ensure high quality communication and promote partnership working with parents, professionals and the wider community
- Provide senior leadership across the school, promoting school improvement and supporting the school aims, values and policies

Key accountabilities

Pupils' personal development and welfare

- Lead on and directly responsible for all aspects of teaching and accountability for Personal Social and Health Education and Sex and Relationships Education
- Provide strategic leadership in all aspects of positive behaviour management, including staff training
- Ensure the school ethos and environment are conducive to and promote effective Behaviours for Learning
- Provide strategic leadership in all aspects of promoting Pupil Voice
- Act as the lead Educational Visits Co-ordinator
- Ensure high levels of pupil attendance and co-ordinate the tracking and monitoring systems

Vulnerable pupils

- Act as the Designated Safeguarding Lead and perform all functions associated with the role
- Lead all aspects of Safeguarding Children across the school, monitor the Single Central Registrar and ensure regular and effective communication with the Safeguarding Governor
- Ensure the obligations under the Prevent strategy are fulfilled
- Act as the Designated Teacher and perform all functions associated with the role
- Lead on the provision, quality, monitoring and review of all aspects of Pupil Premium across the school
- Establish and embed systems to co-ordinate, track and review the delivery of therapies across the school to ensure a high quality level of provision

Staff development and welfare

- Act as the strategic lead for all aspects of staff induction
- Lead on all aspects including planning, co-ordinating the delivery and reviewing the impact of Continuing Professional development for staff
- Act as the mentor for and lead the delivery of the Early Career Framework, including established teachers new to Springwell
- Provide strategic leadership, direction and support to personnel leading on provision to ensure and maintain staff well being

Partnership working

- Act as the strategic lead for Annual Reviews and all associated aspects of work
- Ensure effective, relevant and ongoing communication with parents, including canvassing opinions and views to inform school improvement
- Lead provision aimed at increasing parental/carers confidence, knowledge and understanding such as workshops, information sessions, website, videos etc
- Ensure effective partnership work and relationships with visiting professionals, including therapists, Educational Psychologists
- Maintain and further the profile of the school in the local and surrounding community

Senior leadership

- As a member of the School Leadership Team, provide effective collaborative leadership and management with a focus on school improvement and well being
- Line manage and be accountable for the impact of the work of the TLR holders across the school
- Provide accountability for UPS teachers in regard to whole school responsibilities
- Deputise for the Co-Headteachers as required
- Undertake a 0.1 teaching responsibility
- Manage designated budgets to ensure efficient use of resources

Responsibilities

- Directly line manage the following roles:
 - Teaching and Learning Responsibility post holders (4)
 - Welfare Lead
 - Annual Review Lead
 - Hydro therapist
 - School employed therapist ie. SALT
- Wider responsibility for staff across the whole school, in exercising their duties
- Support Southampton Inclusion Partnership and the wider provision made to other schools, as appropriate

Supporting the school

- Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life
- Lead, contribute and attend Professional Development meetings and INSET days as required and identify areas of personal practice and experience to develop
- Take responsibility for safeguarding following the agreed policies at all times, be aware of confidential issues linked to home/child/school and keep confidences appropriately
- Be aware of health and safety issues and act in accordance with Health and Safety policies
- Ensure implementation and promotion in employment and service delivery of equal opportunities policies and statutory responsibilities

Other duties

The post holder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.

Signed:

Date: