

Job Description for Deputy Headteacher with SENDCo responsibility at Market Deeping Community Primary School Spring Term 2023

Deputy Headteacher – Pay Scale Leadership 5 to Leadership 9

Core Purpose and Accountability

To work with the Headteacher and Governing Body to ensure that the vision and values of the school are maintained and developed collaboratively.

To take a strategic view of the school's future development.

To monitor and develop performance of all staff to ensure high standards of teaching and learning. Provide leadership for Special Educational Needs & Disability coordination and as Safeguarding lead.

Undertake the professional duties of the Headteacher, in event of their absence from the school.

Knowledge, skills and competencies required:

- Be a highly effective role model to the team in terms of teaching, behaviour and classroom management, meeting or exceeding the expectations of the Teaching Standards.
- Demonstrates high standards of personal integrity, loyalty, discretion and professionalism.
- Acknowledges excellence and challenges performance across the school.
- Develops, monitors, evaluates and reviews classroom practice and promotes strategies to secure school improvement.
- Demonstrates the analytical, interpersonal and organisational skills necessary to work effectively with staff and the senior leadership team.
- Demonstrates an excellent ability to assess and evaluate teaching & learning and pupil progress.
- Demonstrates leadership skills and upholds the vision and values of the school in daily practice. Supporting decision making agreed by the SLT and Governors.

The following responsibilities are required and will be developed over time. These may evolve and change depending on individual skills and performance management as well as development priorities for the school. Core tasks are set out below.

Teaching and Learning

Class Teaching

- To carry out the duties of a school teacher, as required, as set out in the School Teachers Pay and Conditions Document.
- To demonstrate excellence as a leading classroom practitioner; inspiring and motivating other staff.
- To meet and exceed the expectations of the Teaching Standards.

Planning, Monitoring and Assessment

- Work alongside all staff to develop an exciting, stimulating and creative curriculum.
- Actively participate in termly moderation with the Senior Leadership Team.
- Monitor and evaluate the quality of teaching and standards of pupils' achievement
- Oversee and carry out analysis of school data in preparation for Head Teacher reports to governors and inform strategy and decisions.
- Support and challenge Pupil Progress Meeting conclusions with Middle Leaders, ensuring accuracy of data and setting challenging targets within specified timelines.
- Use benchmarks and set targets for school improvement.

Performance Management

- Co-ordinate the annual Performance Management Cycle with the Headteacher.
- Set, develop, review and clarify the Performance Management Cycle with the Headteacher.
- Make judgements on the quality of Teaching and Learning in line with Performance Management expectations.
- To seek out, approve and record Continuing Professional Development opportunities for staff and monitor impact.
- Lead whole staff book scrutinies, according to school guidance and development priorities, and carry out learning walks and lesson observations.

Duties and responsibilities

- Undertake the professional duties of the Headteacher, in event of their absence from the school.
- Attend weekly Senior Leadership Team meetings and staff meetings.
- Assist in the preparation, implementation, monitoring and evaluation of the School Development Plan.
- Ensure people and resources are deployed efficiently and effectively to meet specific objectives in line with the School's Development Plan and financial context i.e. timetabling, cover supervision and identify need for resources.
- To coordinate and oversee students and trainee teachers working across the school; monitoring support offered by other teachers and Middle Leaders.
- Oversee lunchtime arrangements and performance of Lunch Time Supervisors to ensure that children are provided with a safe and stimulating environment.
- Support the Headteacher and Governors in annual budget planning and monitoring.

Special Education Needs and Disabilities (SEND) Coordinator

- To oversee provision for pupils with Special Education Needs and Disabilities (SEND).
- To meet with parents and outside agencies ensuring pupils are supported and challenged effectively.
- To co-ordinate and monitor SEND provision to ensure measurable impact.
- To report on the impact of SEND intervention on pupil progress and attainment
- To work with colleagues to ensure Education and Health Care Plans as well as individual plans are having a positive impact on pupils' progress.
- To be up to date with current policies and best practice to support the learning of children with SEND.

Pastoral Care

School Culture and Behaviour

- To take a leading role in ensuring all pupils are safe and happy in school.
- To oversee the Behaviour Policy and communicate effectively with pupils and parents when issues arise.
- Ensure a culture of staff professionalism
- To direct staff to effectively support pupils who are vulnerable or face social and/or emotional difficulties.

Safeguarding

- To be a Designated Safeguarding Lead and work alongside other leads under the direction of the Headteacher.
- To ensure policies and procedures are up to date, followed and reported effectively.

- To work closely with Outside Agencies to ensure procedures and systems effectively support children.

Governance, accountability and working in partnership

- To attend and report to governing body committees in the role as an Associate Governor.
- Understand and welcome the role of effective governance, including accepting responsibility.
- Ensure that staff understand their professional responsibilities and are held to account.
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties.
- Work successfully with other schools and organisations.
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils.

This job description may be amended at any time following discussion between the Headteacher and the member of staff, and will be reviewed annually as part of the Performance Management process. The Governing Body oversees this job description.

The salary is reviewed annually and determined according to the School Teachers' Pay and Conditions Document. The duties are in accordance with this document.