Deputy Head of School **Job Description** **Spa Education Trust**

Leadership spine point 17-21

This is a senior post within the school's Leadership Group. This post holder is to deputise for the Head of School in their absence.

The Deputy Head of School will provide strategic leadership and will be responsible for key elements of whole school development. They will report and present to the Head of School and all relevant stakeholders and external partners.
The Deputy is responsible for the leadership, development and management of the teaching and learning of all pupils.

The postholder will take a lead role in the monitoring and evaluation of standards across the whole school; and actively promote effective teaching and learning practices across the school.

The post holder is expected to lead colleagues on a professional level in order to promote a mutual understanding of the schools' vision and values.

The post holder will be responsible to the Head of School and will be required to work in partnership with the Executive Headteacher, Head of School, Governors and Trustees and staff to ensure the continuous improvement of the school.

The post holder will be expected to network and liaise across the range of professionals from a range of disciplines and various organisations to ensure a consistency of approach regarding standards, support, transition and high quality learning and teaching.

Main Expectations of the role

1. **Leadership and management**
   - Support the Trust in establishing a vision for the future of the school; demonstrating inspirational leadership and creativity and a clear focus on pupil achievement
   - Contribute to the school improvement planning process, taking account of the agreed priorities for school development and how these link with national and local initiatives
   - Contribute to the self evaluation of the school
   - Contribute to the planning process for the distribution of resources, to ensure they meet the school's identified priorities
   - Coordinate data analysis, monitor, review and report on key strategic priorities such as safeguarding, attendance, behaviour and pupil progress.
   - Report on key strategic priorities to the Head of School, Executive Headteacher and other stakeholders.
   - Work to a high standard in implementing agreed policies, priorities and expectations, and in doing so set a good example to other colleagues
   - Promote a culture of team work, in which views of all members of the school community are valued and considered

2. **Teaching and learning**
   - Coordinate the development of a broad and rich curriculum which meets the needs of the range of pupils in the school
   - Coordinate the work of the Assistant Headteachers and SENCO ensuring the Leading Teaching and Learning programme is implemented effectively

- Provide training for staff on effective teaching and learning
- Monitor and evaluate classroom practice
- Provide support for colleagues in improving their classroom practice
- Coordinate support relating to underperformance of staff
- Play a key role in the induction of staff new to the school
- Contribute to the coordination of progress and assessment systems, ensuring all pupils make the best progress possible
- Contribute to target setting; including statutory procedures and targets for individuals and groups throughout the school
- Write and implement an effective timetable which meets the needs of pupils and supports staff workload

3. **Other**

- Take a leading role in improving the involvement of parents, carers and community in the life of the school
- Coordinate the work of the SENCO and Family Support Worker
- Contribute to the creation of a positive school ethos, in which every individual is treated with dignity and respect and the safety and welfare of children and young people is paramount
- Coordinate the implementation of the Trust behaviour policy, practice and procedures demonstrating the vision and ethos of the school at all times
- Set high expectations for your own performance and that of others
- Engage in relevant professional development activity as necessary
- Support the Trustees in meeting their responsibility to account for the performance of the school
- Contribute to Trust Performance Management Policy and Procedures
- Support staff in understanding their own accountability
- Contribute to policies and practices which promote equality of opportunity and tackle prejudice
- Attend occasional meetings during evening hours, at weekends and in the school holidays, as required
- As Deputy Head, you will be required to meet the general requirements of this post as specified in the School Teachers' Pay and Conditions Document. In addition, you will be required to fulfil any reasonable expectations from the Head of School and Executive Headteacher.

Spa Education Trust: Deputy Head of School Person Specification

	Essential	Desirable
Qualifications		
Qualified Teacher Status	x	
Experience		
Track record of delivering excellent teaching in a special school	x	
Successful experience of middle or senior management in a special school	x	
Experience contributing to the formulation, implementation and evaluation of objectives for school development and improvement	x	
Leading staff training	x	
Successful curriculum leadership experience	x	

Leading training and development for non-teaching staff	x	
Experience of representing schools externally to a range of broader organisations	x	
Evidence of personal and professional development in preparation for Leadership	X	
Knowledge and Understanding		
A thorough understanding of successful strategies for teaching pupils with autism	x	
Strategies for developing the quality of teaching and learning	x	
Ability to analyse a range of data to support individual pupils and improve educational outcomes	x	
An understanding of positive behaviour support and the needs of pupils with autism	x	
Understanding of safeguarding policy and practice requirements	x	
Skills and Qualities		
Ability to inspire, motivate and train staff	x	
Excellent interpersonal and communication skills	x	
Commitment to maintaining the partnership between governors, staff, parents and pupils	x	
Excellent organisational skills and a proven ability to prioritise tasks effectively	x	
The resilience to manage one's own work pressures and the capacity to manage effectively the work of others	x	
Commitment to pupil happiness and well-being and a commitment to all pupils succeeding	x	