

### **JOB DESCRIPTION**

#### **Deputy Headteacher - Inclusion (L18 - 22)**

##### **Context**

To contribute to the development of a strong, effective school with an emphasis on high aspirations and attainment. Demonstrate belief in the role of the school in developing citizens for the future. Have a commitment to education and the needs and rights of all students. To develop supportive relationships with parents, partner schools and the broader community.

Meet the professional standards for teachers at the relevant skill level descriptor. To carry out duties of a teacher in accordance with the provisions of the School Teachers' Pay and Conditions Document.

##### **Reports to: Headteacher**

##### **The Role:**

The main responsibility of the postholder is to lead and manage all aspects of Inclusion.

- To lead our Behaviour for Learning Systems.

##### **Other main responsibilities of the role are:**

- To ensure safeguarding is exemplary.
- Effective targeting and coordination of personalised provision for vulnerable pupils, through internal systems, provision and outcomes.
- To ensure alternative provision responsible for quality assurance and safeguarding.
- Responsible for organisation of Managed Moves, Respite and Off Site Directions.
- Develop, sustain and improve links in the community.
- To have a teaching commitment consummate to the role.

##### **General duties and responsibilities:**

- Actively support and contribute to the ethos of the Academy and Trust.
- To be an active member of the Senior Leadership Team, with a visible presence, modelling expectations to staff and pupils at all times.
- In collaboration with the Headteacher and Leadership Team, identify and plan for future needs.
- Contribute to the day to day running of the Academy, eg: duties, supervision, callout including leading break and lunch duties.
- Support a culture and team ethic to secure at least expected levels of progress.
- Prepare and deliver assemblies.
- Determine policies, lead in their implementation and monitor their operation.
- Quality assure form time provision.
- Provide support for all members of staff.

- Promote good, effective working relationships between all members of the staff community.
- To promote high standards in conduct and enforce Academy rules.
- To liaise with parents over matters of concern relating to their child.
- To advise on the appointment of new staff and assist with selection as required.
- To link with and oversee departments and year groups as required.
- To play a key role in formulation of the SEF and ADP.
- To carry out regular lesson observations, learning walks, drop in sessions and work scrutiny as part of the Academy's quality assurance and appraisal system.

## **Teaching and Managing Student Learning**

Ensure:

- Appropriate teaching and learning methods to meet the needs of different pupils.
- Pupils are challenged in their lessons and that work is provided at an appropriate level for individuals.
- The use of appropriate teaching and learning strategies will raise the personal and educational achievement of individual pupils.
- Development of a wide range of enrichment activities.

## **Assessment and Evaluation**

- Support in the analysis and interpretation of relevant national, local and Academy data, research and inspection evidence to inform policies, practices, expectations, targets and personal and educational development methods.
- Maintain clear policies and practices for assessing, recording and reporting on pupils' personal and educational achievement, and for using this information to recognise achievement and to assist pupils in setting targets for further improvement.
- Ensure that information about pupils' personal and educational development in previous classes is used effectively to secure good progress.

## **Student Achievement**

- Use data effectively to identify pupils who are vulnerable and, where necessary, create and implement effective plans of action to support those pupils.
- Use clear and appropriate challenging targets for pupils' personal and educational development, and evaluate progress and achievement by all pupils.

## **Managing own performance and development**

- Model high levels of integrity and be able to contribute to a cohesive team based on mutual respect.
- Prioritise and manage own time effectively, particularly in relation to balancing the demands made by teaching, management and involvement in Academy development as a leader.
- Achieve challenging professional goals.
- Take responsibility for your own professional development.

## **Managing and Developing Staff and other Adults**

You will be expected to:

- Help staff to achieve constructive working relationships with pupils, remaining positive and leading by example.
- Provide support to teachers and other staff in developing their expertise and classroom exposition.
- Develop constructive working relationships with staff, devolving responsibilities and delegating tasks where appropriate. Evaluating practice and developing an acceptance of accountability.

## **Other Professional Requirements**

- Attend and participate in Academy meetings.
- Take an active part in the Academy life.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Academy in relation to the post holders responsibilities and duties.