

JOB DESCRIPTION

**Job Title: Deputy Head**

**Salary Range: L12-L16**

**Responsible to: Headteacher**

**Responsible for: Assistant Headteacher**

# Job Purpose

The Deputy Headteacher is responsible for:

* Carrying out the duties of this post in line with the remit outlined in the School Teachers’ Pay and Conditions Document including the conditions of the Academy’s own policy
* Assisting the Headteacher in the organisation, management and development of the school
* To work with the Headteacher to drive school improvement in line with the SEF and AIP
* To assume responsibilities of the Headteacher in their absence
* For promoting and safeguarding the welfare of children and young people across the school
* Delivering training and support to other schools within the Trust
* Promoting best practice and contribute to the aims and ethos of the school
* Leading school improvement in an agreed area
* Oversee the planning, progress and attainment all of pupils within the school

**Key Contacts:**

Staff, pupils, Headteacher, Assistant Headteacher, Academy Council, LA representatives, Partner Schools, external agencies e.g. Education Psychologist, Children Social Services, LADO etc. and parents.

**All members of the School’s Leadership Team are expected to:**

* Reflect the school’s vision, aims and ethos by promoting and developing a learning, caring culture
* Promote outstanding teaching and learning by modelling this in their own lessons as either a named class teacher or within a set teaching timetable
* Demonstrate leadership by example in personal behaviours and appearance
* Set high standards, acting as role models for colleagues
* Support with behaviour management across the school
* Show a commitment to enabling all children to maximise their achievements
* Contribute to the provision of a safe, secure learning environment
* Support the school’s endeavours to meet the needs of its community
* Manage staff in a way that promotes their skills, confidence and expertise

**Deputy Headteacher Duties and Responsibilities:**

The following list is typical of the duties the Deputy Headteacher will be expected to perform. It is not exhaustive and other duties of a similar nature and level may be required:

* To participate in devising an Academy Improvement Plan by taking a lead role in implementing specific objectives
* To support the Headteacher and Assistant Headteacher with the school’s self-evaluation and monitoring procedures
* To be jointly accountable for the overall effectiveness of the school in conjunction with the other members of the school management team
* To be a Deputy Designated Safeguarding Lead
* To be a role model for staff and to maintain a visible presence around the school
* To support teachers to set targets for raising achievement across the school
* To hold pupil progress meetings with teachers and to discuss appropriate interventions to accelerate the progress of those pupils not making expected progress.
* To set up systems for assessing and reviewing SEN provision.
* To chair annual reviews as required
* To liaise with the external mutli-disciplinary team as required
* Update the Headteacher and Governing Body on the effectiveness of provision for all pupils within the school
* Participate in and carry out Performance Management of designated staff
* To attend appropriate training, CPD and conferences and provide feedback to colleagues.
* To keep abreast of developments in SEND (e.g. research, changes to the law) and inform staff and Governors as necessary
* To be aware of and update colleagues, as appropriate to comply with current legislation and policies affecting practice, e.g. Children’s Act, National Service Frameworks, Child Protection Procedures, Health and Safety and Data Protection
* To support staff with positive behaviour management
* To work strategically with the Academy Council, Headteacher and Assistant Headteacher in the future growth of the school

**In addition to this you will:**

* Work in accordance with and contribute to the values, culture, ethos, equalities and inclusion policies of the school proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours in the day-to-day operation of the job
* Be aware of and comply with all policies and procedures including those relating to child protection, health, safety and security, confidentiality, equal opportunities and data protection, reporting all concerns to an appropriate person
* Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the immediate working environment
* Appreciate and support the role of other professionals
* Ensure the development and progression of equality within the sphere of responsibility to this post and the fair and equal treatment of all colleagues, children, parents and visitors

The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other relevant and/or reasonable duties as directed by their Headteacher/Line Manager commensurate with the skills, abilities and grade of the post.

**Confidentiality and Data Protection**

* To treat all information acquired through employment, both formally and informally, in strict confidence
* To be aware of the school’s responsibilities under the Data Protection Act 2018 for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this
* To prevent, identify and minimise risk of interpersonal abuse or violence, safeguarding children and other vulnerable people, initiating the management of cases involving actual or potential abuse or violence where needed.

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**Person Specification – Deputy Head (SEND)**

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| JOB REQUIREMENTS | Essential | **Desirable** | **Method of Assessment**  **I/T/A\*** |
| Qualifications |  |  |  |
| Degree & QTS | ✓ |  | A |
| NPQSL or equivalent | ✓ |  | A |
| Designated Safeguarding Lead L3 or above |  | ✓ | A |
| Experience |  |  |  |
| Experience of being part of a school middle or senior leadership team | ✓ |  | A |
| Experience of leading school improvement in a specified area across the whole School | ✓ |  | A/I |
| Experience in working with children with SEND | ✓ |  | A/I |
| Experience of working within a special school environment |  | ✓ | A/I |
| Experience of leading and managing a team | ✓ |  | A/I |
| Experience of the performance management process including holding people to account | ✓ |  | A/I |
| Experience of leading effective CPD and evaluating its impact to improve standards across the school | ✓ |  | A/I |
| Experience of leading curriculum development | ✓ |  | A/I |
| Demonstrable track record of excellent teaching practice | ✓ |  | A |
| Experience of leading training of other teachers |  | ✓ | A/I |
| Experience of setting targets and monitoring, evaluating and recording progress | ✓ |  | A/I |
| Experience in assisting in the development and implementation of school aims, objectives, procedures, policies and practices. | ✓ |  | I |
| Skills, Knowledge and Understanding |  |  |  |
| Strong knowledge and understanding of current developments in teaching, learning, assessment, curriculum and SEND | ✓ |  | A/I |
| Ability to contribute effectively to the management, organisation and running of the school | ✓ |  | A/I |
| Aware of current up to date legislation that includes the knowledge and understanding of the SEND Code of Practice |  | ✓ | A/I |
| Strong understanding of the new Ofsted framework and the ability to use this to improve standards | ✓ |  | A/I |
| Ability to manage staff and resources in specific areas. | ✓ |  | I |
| Ability to innovate, inspire and motivate other staff | ✓ |  | I |
| Use of innovative approaches to improve standards | ✓ |  | A/I |
| Understanding of safeguarding processes within a school to promote the welfare of children and young people | ✓ |  | I |
| Ability to establish and maintain excellent professional relationships with pupils, parents and colleagues | ✓ |  | I |
| Ability to support colleagues with appropriate behaviour management strategies in line with school policy | ✓ |  | I |
| Willingness to cover in the absence of the Headteacher | ✓ |  | I |
| Excellent relationships and interpersonal skills when working with students, colleagues, parents, carers and other professionals. | ✓ |  | A/I |
| Demonstrate good presentation skills | ✓ |  | I/T |
| **Personal Characteristics** |  |  |  |
| To be strong ambassador for equality, diversity and equal opportunities throughout the school | ✓ |  | I/T |
| The Deputy Head should possess:   * the ability to address challenging issues with clarity of purpose and diplomacy * Excellent inter-personal skills | ✓ |  | I |
| They should also be:   * knowledgeable and highly competent * approachable and empathetic * creative and enthusiastic * organised and resourceful * intelligent and reflective * committed | ✓ |  | I |
| **Other Requirements** |  |  |  |
| A commitment to on-going personal development and willingness to undertake appropriate training | ✓ |  | I |
| Appointment to the post is subject to a satisfactory enhanced DBS check | ✓ |  |  |
| Evidence of commitment to safeguarding and protecting the welfare of children | ✓ |  |  |
| This post is exempt from section 4(2) of the Rehabilitation of Offenders Act, 1974, as the duties give you access to persons who are under the age of 18. Applicants are not entitled to withhold information about convictions, which would be regarded as spent for other purposes. | ✓ |  |  |

\*I - Interview

T – Test/Presentation

A – Application Form