North Ridge High Specialist Support School

Job Description: Deputy Head Teacher

**Job Details**

**Salary:** pay range and salary: L19-23

**Contract type:** Full Time - Permanent

**Reporting to:** Head Teacher of North Ridge High Specialist Support School

**Application closing date: 12 noon Wednesday 14th May 2025**

**Interviews will be held week beginning 19th May 2025**

**Start Date:** September 2025

**How to apply**

Please complete the attached application form and provide a supporting letter in how you would be able to meet the requirements of the job as advertised below, addressed to the Head Teacher.

To be emailed through to: HR@northridge.manchester.sch.uk

**Main Purpose of Post**

You will work as a member of the senior leadership team with the head teacher and other deputy to run, lead, manage the school and deputise for the Head Teacher in her absence. You will have key areas within leadership that you will be responsible for and lead on. These will be negotiated after the appointment.
You may be required to teach pupils and students in the age range 11 – 19 years who have moderate, severe, profound or complex learning difficulties. However this would be a very small percentage of your working week.

**Main Tasks**

The professional duties of a teacher are those set out in the Teachers Pay and Conditions of Employment

Act, together with the additional duties set out by the Governors of the School.

To promote the Equality Policy and all other policies set out by the Governors of the School.

**As a Leader**:

# Leadership and Management

* To take an active role in the leadership team to ensure effective communication systems that enhances and supports the school as it grows and develops.
* To show strong resilient leadership and cope with the day to day challenges of leading in a special school.
* To attend regular leadership meetings and lead in aspects of work related to your role.
* To develop and manage good team work in the school.
* To manage budget areas and show a good understanding of best value.
* To lead in planning the annual Development plan for areas of priority ensuring that you have gained the views of stakeholders and evaluate fully the impact of this on school improvement.
* To manage, co-ordinate, monitor and evaluate the work of teachers, support staff and pupils in the school
* To work in partnership with the senior leadership team to develop a system for school self-evaluation and completion of the SEF.
* To fully evaluate your areas of responsibility
* To be responsible for the performance management of a team of teachers and support staff in the school.
* To work in partnership with the leadership team to develop whole school targets.
* To work in partnership with the senior leadership team to develop the school ethos, mission statement and school aims.
* To be accountable to and work in partnership with the Governing Body
* To support the Head teacher in the recruitment of staff to the school
* To contribute to the leadership of the effective day to day running of the school by ensuring the effective management and supervision of school routines

## **As a teacher:**

## **If teaching pupils – teaching & learning**

* To assess the pupils/students and plan individual learning targets to meet their needs.
* To assess the effectiveness of the individual targets you have set.
* To teach groups of pupils/students and subjects as required.
* To lead and co-ordinate the work of the staff in your class.
* To make use of the resources within the community by organising educational visits to support areas of the curriculum.
* To attend, as required, appropriate meetings about pupils/students.
* To use ICT to support teaching and learning in all areas.

**Record Keeping**

* To use ICT to keep pupil/student records up to date by implementing the record keeping systems used in School.
* To use ICT to write reports concerning pupils/students you teach.

**Staff Development**

* To take an active part in the School’s Staff Development Programme.
* To take part in a Professional Development Review with the Performance Management Cycle.

**Inclusion**

* To be actively involved in promoting and supporting inclusive experiences for all pupils both within North Ridge High School and in the local mainstream high school and local community.

**General**

* To be aware of and follow the School’s Health and Safety Guidelines.
* To understand and actively promote the School’s Equal Opportunities Policy and guidelines.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Deputy Head Teacher will carry out. The postholder may be required to do other duties appropriate to the the role.

**Conditions of Employment**

The above responsibilities are in accordance with the current School Teachers' Pay and Conditions Document. It is also subject to any local agreements and LA guidance on interpreting conditions of service.

**Review and Amendment**

This job description may be amended at any time after consultation with the post holder. It is normally subject to annual review. Subject to the provisions of the School Teachers' Pay and Conditions Document it may be amended at the request of the Headteacher but only after full consultation between them.

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| North Ridge High SchoolPERSON SPECIFICATION- DEPUTY HEADTEACHER

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| Minimum essential requirementsSKILLS AND KNOWLEDGE | Method of assessment |  Yes / No |
| 1. The ability to assess the educational needs of pupils with severe learning difficulties.
 | Application form and interview |  |
| 1. The ability to plan individual learning targets, group work and class work that will be carried out personally and by other staff.
 | Application form and interview |  |
| 1. The ability to communicate effectively with colleagues, parents, pupils and professionals.
 | Application form and interview |  |
| 1. The ability to organise a classroom to ensure a stimulating and appropriate learning environment which uses the resources within the school, supporting colleagues across school with this where necessary.
 | Application form and interview |  |
| 1. The ability to lead a team and lead on major areas of School development.
 | Interview |  |
| 1. To have experience in managing a range of professionals to maintain high standards within the school
 | Application form and interview |  |
| 1. To have experience and confidence in supporting colleagues in a range of areas and/or having difficult conversations if necessary
 | Interview |  |
| 1. The ability to analyse data and target set
 | Application form and interview |  |
| 8. To have commitment to inclusion for pupils with severe learning difficulties | Application form and interview |  |
| 9. To have knowledge of recent developments in education and understand what a 14 – 19 curriculum should be – including appropriate accreditation. | Application form and interview |  |
| 10. To use ICT to support teaching and learning and record keeping | Application form and interview |  |
| 11.The ability to support and advise other colleagues on the strategies to use when teaching pupils in North Ridge High | Application form and interview |  |
| 12.To have a good understanding of systems of school self- evaluation | Application form and interview |  |
| EXPERIENCE/ QUALIFICATIONS/ TRAINING |  |  |
| 13. To have a teacher’s qualification recognised by the DFE | Application formInterview |  |
| 14. To have experience of appropriate assessment of learning difficulties | Interview |  |
| 15. To be willing to work towards NPQH | interview |  |
| 16. To have at least 2 years’ experience as a leader in a school leading or managing an area of school development | Application form |  |
| 17. To be able to use positive handling and de-escalation when required. | Interview |  |
| 18. To be willing to work with pupils between the ages of 11- 19 years. | Interview  |  |
| 19. To have experience of working with pupils who have severe and complex learning needs. This will include experience of teaching pupils with complex behaviour. | Application form and interview |  |
| 19. To be willing to attend relevant courses and lead in the school PDP. | Interview |  |

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