

Job Description

Job Title:	Deputy Headteacher - Inclusion
Salary:	Leadership L10 – L14 £60,701 to £64,700
Responsible to:	Executive Headteacher
Line management:	AHT Inclusion & SENDCo & Pastoral Leads
Date of Job Description:	December 2020

Primary purpose of the Role:

Securing, in consultation with the rest of the senior leadership team, outstanding education for all young people at ATAM Academy, ensuring consistently high expectations of students and outcomes, which improve year on year.

Working as part of the senior leadership team to ensure a purposeful, positive and disciplined culture and ethos, which ensures a safe and stable population with strong progress and attainment outcomes for students. Thereby, ensuring a high-quality education for all students.

Ensuring the key elements of progress and achievement, quality of teaching, behaviour and safety and leadership are all of a very high standard.

Working in association with the Headteacher in overseeing, as appropriate to this role, staffing and resource management to ensure the school is financially secure and operating within budget.

Main Responsibilities:

As Deputy Headteacher of Inclusion:

- To be the lead role in partnership with teaching staff and pastoral staff to produce and effectively implement the Academy's Behaviour Policy, SEND Policy, as well as initiatives and strategies to improve inclusion across all phases of the all-through school.
- To be responsible for highly effective Leadership and Management of teaching and learning with particular reference to behaviour, pastoral and inclusion needs.
- To ensure and secure high expectations, effective deployment of resources and improved learning outcomes for all pupils.
- To fulfil requirements of a classroom teacher to Leadership standards.
- To work as a full member of the Senior Leadership Team.
- To share a common vision for the academy and participate in the academy's operational planning and implementation.
- To assist in, and to have the opportunity to lead in, the forward planning and smooth running of the academy, through attendance at regular Senior Leadership Team meetings.
- To be responsible, with other members of the SLT, for creating a rationale, with a firm sense of order within the academy by consistently reaffirming and enforcing core values every day;
- To be responsible, with other members of the SLT, for ensuring that the very highest standards of behaviour for learning are evident from all students at all times;
- Work constructively with all relevant staff within the academy to promote the integral link between effective teaching and learning and excellent student conduct (behaviour for learning).
- To ensure that the character and reputation of the academy is highly regarded and maintained.
- To encourage staff and students, by personal example, to participate in all aspects of academy life.
- To attend all meetings relevant to the post and to update the Executive Headteacher and LAB Governors as required.
- To pro-actively support and work collaboratively with other academies within the Khalsa Academies Trust.
- To carry out efficiently and effectively specific administrative and organisational tasks allocated to the role.
- To maintain and further develop high standards of Teaching & Learning within the academy, through regular monitoring and coaching and by personal example.
- To play an active part in the development of the academy improvement plan including taking overall strategic lead for aspects of the plan.

- Monitor, evaluate and report on the effectiveness of data with regard to students' progress.
- Ensure accurate and up to date records are kept on student progress and to monitor academy performance against targets.
- Responsible for the quality assurance of reports to parents and the accuracy of information provided.
- To contribute to the delivery of assemblies.
- To be responsible for ensuring pupils take an active role in the development of the Academy.

Specific strategic responsibilities

- Strategic development of SEND, LAC and EAL policy and provision and supporting all staff in understanding the needs of these pupils.
- Ensuring objectives to develop the above areas are reflected in the Academy Improvement Plan.
- To monitor progress of these pupils and evaluate the effectiveness of teaching and learning.
- To analyse and interpret relevant school, local and national data.
- Liaise with staff, parents and external agencies and other schools to co-ordinate support for the pupils, including key transitions.
- To always actively seek best practice, rooted in sound research.
- To manage the attendance information and management of associated data on a day to day basis reporting daily and as required through the Sims data system
- To line manage the pastoral and office based staff for maximum impact on families and effective liaison with all concerned.
- To implement, monitor and oversee the Academy's pastoral system including the development, organisation and implementation of the Academy's policy for the personal and social development of students. To be the lead in managing pupil behaviour and assist with the assessment of the needs of individual pupils.
- To respond to complex and sensitive situations and needs providing advice and support for parents and teachers. To provide therapeutic support to pupils who are struggling to engage with classes and staff in cooperation with the strategic SENCO with the aim of re-engagement in class.
- To lead and develop staff through meetings, CPD delivery and INSETs.
- To provide the Headteacher with relevant performance information as appropriate and relevant commentary to support the impact of the work we are doing in raising student outcomes.
- To attend and represent the interests of the academy at meetings.
- To assist the Designated Safeguarding Lead with CP issues, including the management of confidential records and attendance at meetings.
- To support the safeguarding system and provide reports for monitoring and evaluation purposes as required to feed into school reports.
- To monitor attendance and punctuality throughout the school and to plan appropriate interventions with pupils and families.
- To participate in the process of pupils being admitted or returning to school, and to identify those who need extra help to overcome barriers to learning both inside and outside of the school.
- To support, monitor and improve pupil engagement and involvement in lessons, including the production of assessment reports, and relevant data for governors. This will include monitoring the quality of teaching and learning and pupil achievement, target setting, identifying and teaching study skills to develop pupils' ability to work independently and undertake day to day co-ordination of provision.

- Responsible for highly effective Leadership and Management of teaching and learning with particular reference to behaviour and pastoral needs.
- Liaise with external agencies to improve pupil behaviour and inclusion, communicate with pupils, parents and carers.
- Provide the supervision and monitoring of pupil behaviour at the beginning and end of the day as pupils arrive and leave school into the areas of the community around the school.
- Manage supervision and maintain records in relation to excluded pupils or pupils who are following a different timetable, including records of contact with parents/carers.
- Work with the key stage leads to develop their skills and knowledge in supporting pupils within their phase.

Outcomes for students

- Ensure that high expectations prevail with high standards of achievement across all key stages and for all learners
- Plan, implement and evaluate strategies where improvement needs are identified.
- Monitor, evaluate and report on the effectiveness of teaching with regard to children' progress.
- To monitor academy performance against targets.
- Ensure the progress of each individual student is effectively planned for and appropriate intervention is delivered with particular reference to those learners identified as having extra learning needs
- To oversee the quality of intervention teaching to ensure that it has an impact on student outcomes.
- Lead on the provision of CPD across the academy to ensure all staff acquire and retain appropriate skills to contribute effectively to delivering outstanding outcomes for students.

Teaching and Learning

- Write and implement sections of the School Development Plan relating to, inclusion, behaviour, welfare of pupils and CPD.
- Sustain personal expertise and act as a role model of good/outstanding classroom practice, modelling effective strategies and sharing these with other teachers as appropriate.
- Develop and deliver strategies across the academy in order to ensure that the academy continues to meet the varied needs of the students entering the school, both at individual and whole academy level.
- Develop, deliver and constantly evaluate an effective self-evaluation program for teaching and learning across the academy.
- Lead on ensuring that innovative and highly effective teaching and learning is evident daily within the academy.
- Monitor the delivery of teaching across the academy for both quality and effectiveness.
- Provide meaningful and timely data to SLT, LAB Governors and the Trust Board as necessary about the quality of teaching and CPD.
- Lead, develop and enhance the practice of all staff within the academy.
- Ensure the schools' lesson observation strategy is properly implemented documents and achieves the strategic goals.
- Ensure the professional development and INSET provision for staff is properly related to the requirements of the school and the individual.
- Ensure that marking and feedback and lesson planning leads to positive outcomes for students.

Leadership and Management of staff and resources

- To support and hold to account specific teaching and support staff through the Academy's line management structure. This includes directing and monitoring work, recognising hard work, effort and good performance as well as honest and constructive feedback to support continuous development and progression.
- To manage staff in accordance with the Trusts Human Resources policies and procedures.
- To undertake annual appraisal for teaching and support staff colleagues in line with trust policies and procedures.
- To ensure the effective deployment of staff in response to strategic and operational requirements, planning for change where appropriate and ensuring work is delivered and objectives achieved.
- To ensure good management practices, enabling positive staff participation and engagement, effective communication and working within the Academy.
- Deploy delegated resources appropriately to ensure that costs remain in line with budget.

General Duties

- To act in accordance with the academy and Trust's Policies and Procedures.
- To act as a role model, to encourage and promote non-discriminatory behaviour and ensure equality and diversity is sustained within our academy.
- To ensure compliance with the General Data Protection Regulations and maintain confidentiality in your working practices each day.
- To adhere to the Trust's Safeguarding Policy and Procedures to ensure that the duty of care for all staff, including yourself to protect children and young people is maintained.
- To contribute to the provision of an effective environment for learning.
- To support the promotion of positive relationships with parents and outside agencies.
- To attend skill training and participate in personal/performance development as required.
- To take care for your own and other people's health and safety in line with school and Trust policies and procedures.
- Depending on the needs of the academy, these may be altered from time to time in consultation with the Headteacher.