



# Cranbourne

## Job Description and Person Specification

### All Staff

#### Safeguarding

All staff have a duty to safeguard and promote the welfare of the children and vulnerable adults that attend or visit Cranbourne School. This includes:

- Protecting children and vulnerable adults from maltreatment;
- Preventing impairment of children or vulnerable adults health or development;
- Ensuring that children or vulnerable adults are learning in circumstances consistent with the provision of safe and effective care; and
- Undertake a role that will enable children and vulnerable adults to have optimum life chances.

#### Health & Safety

All workers are entitled to work in environments where risks to their health and safety are properly controlled under health and safety law, the primary responsibility for this is down to employers.

As a worker, you have a duty to take care of your own health and safety and that of others who may be affected by your actions. Health and safety legislation therefore, requires employers and workers to co-operate to ensure the safety of all who attend, visit or work at Cranbourne.

### Job Description

Department:	Senior Leadership Team
Post Title:	Deputy Headteacher – Pastoral
Post Responsible to:	Head Teacher

#### Job Purpose:

To deputise for the Head teacher, where required. To proactively participate in the leadership of Cranbourne. To support the Head in formulating the aims and objectives of the school; establishing the policies through which they shall be achieved; effectively manage the staff and resources available and monitor progress towards the successful achievement of the School's aims and objectives.

Develop and provide clearly defined strategic guidance on whole school issues and for your designated areas of responsibility.

## **Key Responsibilities:**

### **General**

1. With other members of the SLT, manage the day to day activities of the School and deputise, as necessary, for the Headteacher.
2. Be an active member of the Senior Leadership Team providing effective leadership, professional direction and guidance to the school community, including Governors.
3. Ensure that we provide an excellent, inclusive experience of education to all children, regardless of home background
4. Promote a positive, constructive ethos among the students and staff.
5. Always represent the school in positive terms when dealing with parents, students, governors, colleagues, the press, members of the local community.
6. Promote the School as a centre for excellence in learning for the wider community of Basingstoke.
7. Develop and support a whole school team ethos to ensure productive interdepartmental relationships.
8. Ensure effective forward planning and communication with all staff.
9. Support and actively pursue continuous professional development, ensuring that you and your team engage in productive continual professional learning.

### **Specific to this role:**

1. Take direct responsibility for students' behaviour, attendance and safeguarding, contributing to positive and constructive practice, leading to a strongly positive, safe and inclusive educational ethos.
2. Lead others to ensure a personalised and highly inclusive approach to the needs of all students and their families, regardless of home background and academic ability
3. To support parents and carers to bring about positive change, securing good attendance and positive, safe behaviours. Provide a regular overview and analysis of behaviour and attendance data, with clear next steps for improvement
4. Monitor the views of parents and advise SLT and Governors of evaluations and improvements needed.
5. Support the work of School Governors and the Headteacher in developing whole school policy; and to lead on policy development within your own areas of concern.

6. Provide leadership to the pastoral team; including Heads of House, Inclusion Manager, Attendance Officer, Cranbourne Parent Partners and Mental Health Support Team, ensuring a shared vision; clear objectives linked to the School's Development Plan; clear structures and processes leading to effective collaborative working and the assignment of key performance indicators.
7. To oversee the daily detention schedule.
8. To actively support the development of house ethos, within the four Cranbourne Houses
9. Contribute to and lead School Assemblies.
10. Designated Safeguard Lead, maintaining a strong and robust ethos of safeguarding.
11. EVC Co-ordinator.
12. Be responsible for Cranbourne Senior Students, and the School Council

### **Subject Teacher**

1. Prepare, develop and deliver lessons in the timetabled subjects, according to the schemes of work agreed within the department.
2. Support and contribute to whole school strategies to enable children to overcome barriers, e.g. emotional ill health, literacy.
3. Foster and maintain high standards of effort and discipline amongst the students using appropriate school-based rewards, negotiated goals and sanctions.
4. Monitor and record the performance of students to ensure all students make good progress over time.
5. Encourage effective learning by the appropriate use of formative assessment, clear target setting in both school and homework, and developing teaching and learning styles which enable participation by the students, and which enable maximum performance in personal development and public examinations.
6. Build a working relationship with tutors to enable effective communication on progress of their tutees.
7. Foster an atmosphere of mutual respect with students in all classroom activities.
8. Take an active part in the maintenance of standards of behaviour and discipline.
9. Develop and foster good working relationships with all staff.
10. Be involved in all development work undertaken by the department, in producing schemes of learning and assessments.
11. To comply with all Examination Board regulations regarding the teaching of examination subjects and the completion of coursework/controlled assessments.

12. Attend meetings as directed by the Head of Department.
13. Attend Parents' Meetings as appropriate.
14. Care for and maintain such equipment and books as may be in use in the teaching base or location.
15. Display work or materials which enhance the learning environment.
16. Contribute positively to the extracurricular life of the school.
17. Proactively pursue continuous professional development ensuring you maintain an up-to-date knowledge of teaching practices.
18. Take part in the processes of performance appraisal management as required.

Person Specification		
Criteria	Essential	Desirable
<b>Qualifications, Knowledge and Experience:</b> <ul style="list-style-type: none"> <li>Degree</li> <li>Qualified Teacher</li> <li>A minimum of 5 year's experience in a teaching/learning/child support working environment</li> <li>Detailed knowledge and understanding of the National Curriculum</li> <li>Trained DSL</li> <li>Ability to apply knowledge and skills from theory in a practical classroom context</li> <li>Ability to motivate and encourage children</li> <li>Effective classroom manager</li> <li>An ability to use key software packages</li> <li>Project Management Experience.</li> </ul>	Y Y Y  Y  Y Y Y	    Y    Y
<b>Planning and Organising:</b> <ul style="list-style-type: none"> <li>Proven track record of initiating and leading a whole school improvement, with demonstrable impact</li> <li>Ability to prioritise and communicate those priorities to others</li> <li>Good organisational ability</li> <li>Able to organise own teaching resources and activities to deadline and quality standards</li> <li>Able to oversee and quality assure personalised plans to support students and families</li> <li>Able to plan, manage and organise large community events</li> </ul>	Y  Y  Y Y  Y	     Y
<b>Problem Solving and Initiative:</b> <ul style="list-style-type: none"> <li>Ability to work with a high degree of autonomy at a strategic level</li> <li>Ability to use research to good effect</li> <li>Able to demonstrate understanding of complex problems and apply in depth knowledge to address them</li> <li>Able to develop original techniques, methods and solutions.</li> </ul>	Y  Y  Y	  Y  
<b>Management and Teamwork:</b> <ul style="list-style-type: none"> <li>A Team player able to work effectively in a team, understanding the strengths and weakness of others to help team development</li> <li>Ability to delegate effectively</li> <li>Ability to challenge others, in pursuit of excellence</li> </ul>	Y  Y Y	

Person Specification		
Criteria	Essential	Desirable
<ul style="list-style-type: none"> <li>• Able to manage and deliver own course units and contribute to team-taught course units</li> <li>• Able to effectively supervise groups of students</li> <li>• Able to contribute to wider school management, administration and initiatives</li> <li>• Ability to create effective relationships with a variety of different people.</li> </ul>	Y  Y Y Y	
<b>Communicating and Influencing:</b> <ul style="list-style-type: none"> <li>• Able to positively influence the behaviour of others</li> <li>• Able to generate enthusiasm across the school community</li> <li>• Good communication skills, able to clarify and explain instructions clearly</li> <li>• Able to communicate confidently to diverse groups of stakeholders.</li> </ul>	Y Y Y Y	
<b>Other Skills and Behaviours:</b> <ul style="list-style-type: none"> <li>• Sense of Humour</li> <li>• Ability to stay calm</li> <li>• Empathy with students and sympathetic to their needs</li> <li>• Professionally discrete and able to respect confidentiality in particular areas</li> </ul>	Y Y Y Y	
<b>Special Requirements:</b> <ul style="list-style-type: none"> <li>• Ability to slot into an established and effective SLT, with confidence</li> <li>• As the school enters a new phase, you will need to bring vision and innovative ideas to drive the school on to outstanding</li> </ul>	Y  Y	