



JOB DESCRIPTION

DEPUTY HEADTEACHER

At Phoenix School, the education of our students is our first concern. All staff are accountable for achieving the highest possible standards in work and conduct. Staff are expected to act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills up to date and be self-critical; forge positive professional relationships; and work with parents in the best interest of their students.

JOB TITLE: DEPUTY HEADTEACHER
RESPONSIBLE TO: THE EXECUTIVE HEADTEACHER

JOB PURPOSE

- To assist the Executive Headteacher with the management of the school and to deputise in the absence of the Executive Headteacher based at the Secondary school site.
- To provide leadership and management of the curriculum in order to secure the highest standards of teaching and learning.
- To support the management and organisation of extra-curricular activities.
- To lead on student assessment and the analysis of data.
- To be responsible for relevant school policies and risk assessments in the school.
- To support and hold accountable, develop and lead all staff to ensure highest standards of behaviour, achievement, attendance and the wellbeing of all staff and students.
- To be the Designated Safeguarding Lead.

KEY ACCOUNTABILITIES

1. Deputising

- A. Undertake the duties of the Executive Headteacher in their absence, and to work collaboratively in promoting the established values and ethos of the school across sites.
- B. To be responsible for the health and safety of the Secondary site

2. To lead the development and implementation of learning policies, plans, targets and practices to ensure an effective contribution to the whole school development plan

- A. To lead on curriculum, and school development planning with the Deputy Headteacher (Primary) and to assist the Executive Headteacher with school self-evaluation.
- B. To work collaboratively with the Deputy Headteacher (Primary) on the School Development Plan across the whole school.
- C. To work collaboratively with the Deputy Headteacher (Primary) on curriculum and assessment across the whole school.
- D. To lead with the Deputy Headteacher (Primary) on the monitoring, evaluation and impact of the quality of education across the school
- E. To work with Deputy Headteacher (Primary) on lesson planning and schemes of work across the school, ensuring progression and achievement of students, ensuring targets are set and integrated into the whole school strategic planning process.
- F. To report on areas of responsibilities and to attend Governors meeting.
- G. To be responsible for all aspects of the Extended Schools programme including OoSHL, and Holiday Playschemes.
- H. To coordinate the organisation of school events.

- I. To work alongside the Head of Secondary Department on developing parental engagement and training events, supporting parents with good autism practice.

3. To secure and sustain effective teaching, evaluating the quality of teaching and the standards of Students' achievements and setting targets for improvement to ensure high standards.

- A. To be accountable for standards of teaching and learning across the school, including monitoring and evaluating the standards of teaching, identifying areas for improvement and planning and implementing strategies to improve where these needs are identified alongside SLT.
- B. To ensure that student progress, behaviour and attendance are optimised.
- C. To work collaboratively with the Deputy Headteacher (Primary) and SLT to ensure the curriculum plan the whole school timetable is challenging and taking into account statutory requirements for all students.
- D. To keep up to date with research, developments and initiatives in the field of autism and to lead staff in ensuring effective and consistent practice across the school.
- E. To be responsible for the reporting of accurate and timely data to the DfE, Governors, & the LA and to produce an annual progress and achievement report.
- F. To work with the Deputy Headteacher (Primary) and the Heads Primary Department and Secondary Department to ensure that there are effective strategies in place for accurate student tracking including accreditation.
- G. To lead on and oversee the assessment of students including standardisation and moderation of teacher assessment and to ensure that assessments are accurate and consistent.
- H. To have oversight of the Annual Review and EHCP process in liaison with Heads Primary Department and Secondary Department.

4. Leading and Managing Staff

- A. To take responsibility for Safeguarding and to be the Designated Safeguarding Lead for the Secondary Department.
- B. To work collaboratively with the Executive Headteacher to be responsible for Safeguarding and Health and Safety across the whole school.
- C. To act as performance management appraiser for identified staff and to provide regular feedback on their performance so that achievements and good practice are recognised and targets for developments are agreed and monitored.
- D. To set challenging but measurable and achievable targets for self and other staff.
- E. To support and facilitate staff development, CPD and training across the school with the Deputy Headteacher (Primary) and SLT, leading staff INSET as required.
- F. To work collaboratively with Deputy Headteacher (Primary) to lead across the whole school on staff development.
- G. To hold staff accountable for the quality of their work, confront poor performance and initiate capability procedures as and when required and to ensure their successful outcome.
- H. To monitor staff attendance, conducting return to work interviews and ensuring self-certification is properly completed. Informing the Executive Headteacher of any concerns requiring recourse to the formal procedure.
- I. To monitor the welfare of staff, including supply staff, notifying the Executive Headteacher of any concerns.
- J. To work with the administration team in the monitoring of staff attendance, return to work interviews and probation reviews.
- K. To coordinate training and research and facilitate staff development and CPD across the school in line with the School Development Plan.
- L. To promote the pastoral care and welfare of staff including the support of harmonious team-working to ensure effective working relations.
- M. To liaise with the Heads Primary Department and Secondary Department and identify training needs in order to plan for effective continuous professional development across the school.

5. Identify and monitor appropriate resources to ensure they are used efficiently, effectively and safely.

- A. To take responsibility for financial areas across the school as appropriate, in liaison with the Executive Headteacher.
- B. To ensure that there are high quality and appropriate resources in place to aid students' learning.
- C. To risk assure student safety and to take swift action where there are identified risks, especially where this would impact upon student safeguarding.
- D. To manage the allocated staff development and SDP budget to ensure best value for money and to advise other staff on good planning and financial management.

TEACHING

To undertake an appropriate programme of teaching when necessary

ADDITIONAL DUTIES

To play a full part in the life of the school and its community to support its mission and ethos and to be a role model for staff and students.

Staff are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown, but in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the job title purpose and grade

PERSON SPECIFICATION

All post holders are expected to demonstrate a commitment to Equal Opportunities, a proven ability to work effectively in culturally, and linguistically diverse classrooms.

APPLICANTS MUST HAVE:

TRAINING AND QUALIFICATIONS:

1. Qualified teacher status (QTS). A teaching qualification recognised by the DfE.
2. Experience or Training – a Special Educational Needs Masters, Post Graduate qualification in autism or relevant experience of autism that will support the role
3. Training and/or experience in areas of senior leadership
4. Experience of organising and running training

EXPERIENCE AND EVIDENCE OF:

1. Successful classroom teaching including partnership teaching and working with additional adults.
2. Experience of working with students with communication and interaction issues including ASD and of raising standard of teaching and learning.
3. Managing and leading an area of the curriculum, including monitoring of teaching and learning.
4. Evidence of experience at Senior Leadership level and leading a large team.

KNOWLEDGE AND UNDERSTANDING OF:

1. Successful communication and interaction / ASD practice within the 3-19 age range.
2. Factors that influence the achievement of all students and how to raise levels of attainment for students with ASD.
3. The principles and practice of an effective ASD approach to learning and the teaching of a broad relevant curriculum.
4. The role of assessment and monitoring student progress in raising the achievement of all students.
5. Practices to create an inclusive environment for learning.
6. Developing partnerships with parents and the wider community.

SKILLS AND ABILITY TO:

1. Assess and monitor students' progress, maintain records and analyse data and to relate these to strategies that promote achievement at individual, class, team and whole school level.
2. Support all students through a range of teaching styles and approaches and interventions appropriate to individual need.
3. Communicate effectively and work as a member of various teams within the school.
4. Be self-motivated; effectively manage your time; be able to succinctly assess complex situations and take appropriate action, often under pressure.
5. Demonstrate a passion for learning, whilst reconciling diverse and conflicting agendas, challenging others in the students' best interest