Rivers Education Support Centre

HERTFORDSHIRE COUNTY COUNCIL

JOB DESCRIPTION

RIVERS EDUCATION SUPPORT CENTRE

JOB TITLE : KS4 DEPUTY HEADTEACHER
REPORTS TO : HEADTEACHER
SALARY RANGE : L13-L17

Purpose of the job

- Leadership and management of the KS4 Centre
- Create and drive a compelling vision for the KS4 Centre in tandem with the Headteacher and SLT
- Inspire, motivate, and model best practices across all aspects of the KS4 Centre
- Oversight of teaching and learning across the KS4 Centre
- Ensure the KS4 Centre takes account of local and national initiatives
- Oversight of Whole Centre Attendance
- To deputise in the absence of the Headteacher

Main areas of responsibility

- To lead and manage the day-to-day running of the KS4 Centre
- Oversee all aspects of pupil progress across the KS4 Centre
- Contribute to the overall vision, direction, strategy, and ethos of the KS4 Centre
- Oversight of curriculum development across the KS4 Centre that matches the continually changing needs of pupils and national initiatives
- Ensure the curriculum provision is relevant, appropriate, and accessible to our pupils and enables them to fulfill and maximize their potential
- Oversee systems and liaise with schools and other professionals regarding pupil progress
- Strategic oversight of Multi-Agency Working
- Monitor the quality of teaching and learning across the KS4 Centre
- Oversee the monitoring of teaching and learning, including quality assurance of marking, feedback, and assessment
- Lead on CPD and plan relevant CPD opportunities
- Ensure the KS4 Centre takes account of local and national initiatives and policies relevant to teaching and learning and reflects these policies into practice
- Liaise with Curriculum Coordinators, SENDCOs, Exams Admin, and others
- Undertake any other professional duties reasonably delegated by the Headteacher
- Attend Fair Access Panel meetings as directed by Headteacher

Equalities

Be aware of and support differences and ensure that pupils have equality of access to opportunities to learn and develop

Health & Safety

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection; and report all concerns to an appropriate person

Disclosure & Barring Service

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure & Barring Service as part of Hertfordshire County Council's pre-employment checks.

Additional Information

The job holder is required to contribute to and support the overall aims and ethos of the KS4 Centre. All staff are required to participate in training and other learning activities, and in performance management and development, as required by the Centre's policies and practice.

Supervision

The postholder is line managed by the Headteacher. The frequency of meetings is determined by the Centre's performance management policies and practices.

3. Contacts

The postholder works directly with teachers and pupils and has routine and regular contact with parents and carers and with external agencies and other professionals.

Knowledge, Experience and Training

See person specification

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.