

Sandside Lodge School
Deputy Headteacher - Job Description



Job Title: Deputy Headteacher

Accountable to: Headteacher and Governors

Salary Range Leadership: L9-L14 (depending on experience)

1. Job Purpose and Role

Responsibilities working alongside Headteacher and Senior Leadership Team	Specific Responsibility
<ul style="list-style-type: none"> • To create, develop and maintain a high-quality educational environment for students with severe and profound learning disabilities, including Autism. • To ensure the continued development of the school and make a significant contribution to high quality organisation, leadership and management. • To play a full and active role in supporting and promoting every aspect of the life of the school. • To participate in Governing Body meetings. • Accept the collective responsibility of the SLT and respect its confidentiality when this is agreed to be necessary. • To keep abreast of developments within education and the special sector at local, national and international level. 	<ul style="list-style-type: none"> • To support the Headteacher in professional duties. • To assist the Headteacher in mutually agreed areas of school leadership and management. • To fully deputise for the Headteacher in their absence. • Work alongside other schools and stakeholders and foster strong relationships to develop further partnership working to improve links across Cumbria and beyond. • Be a positive role model to all staff with high levels of personal integrity.

2. Organisation, Leadership and Management

Responsibilities working alongside Headteacher and SLT	Specific Responsibility
<ul style="list-style-type: none"> • To uphold the vision, aims and objectives of the school and ensure implementation, monitoring, development and review of policies to support these aims. • To work closely with the Headteacher, Senior Leadership Team and the Governing Body on strategic school improvement planning and school self-evaluation • To chair and minute relevant student focussed meetings across the school as appropriate (Child in Need, Team Around the Family, Child Protection etc.) • To quality assure annual, termly and other relevant reports provided by teachers for parents and other professionals to ensure a consistently high standard of reporting. • To develop and maintain effective communication between students, staff, parents/carers, governors and the wider community. • To assist in identifying advice and support for staff and families. • To assist with all matters relating to home-school transport and to liaise with personnel in transport section of LA. 	<ul style="list-style-type: none"> • To lead INSET as and when appropriate. • To manage budget allocation to support Continued Professional Development. • To promote professional development of all staff, devising a whole school programme of INSET in line with current school priorities. • To act as an appraiser for class teachers and middle leaders, and other identified staff as appropriate, using Perspective to record this. • To be responsible for overseeing the induction programmes of all new staff. • To liaise regularly with administrative staff in monitoring student attendance; to implement school policy in order to reduce absence. Report on this to Headteacher and Governing Body. • To ensure that class and school timetables run efficiently and that there is appropriate balance of subjects across key stages. • To assume the lead role within child protection and safeguarding of children. • To monitor web presence including social media and virtual learning.

3. Management of Teaching and Learning

Responsibilities working alongside Headteacher and SLT	Specific Responsibility
<ul style="list-style-type: none">• To ensure effective long, medium and short-term planning of the school curriculum.• To ensure that the planning and delivery of the curriculum is tightly focused and tailored to meet the individual needs of students.• To assume a shared responsibility for assessment, recording and reporting of student progress, both quantitative and qualitative, ensuring progression.• To share responsibility for all monitoring and quality assurance activity and play an integral role in ensuring standards remain high.• To promote effective collaboration between staff to ensure coherent planning, consistency of educational opportunities for students and high standards of teaching and learning.	<ul style="list-style-type: none">• To undertake a teaching commitment as appropriate to promote excellent classroom practice and sustain curriculum innovation.• To offer consistent pastoral support for students and to provide expert guidance on the management of challenging behaviours.• To lead on assessment, monitoring, recording and reporting of progress data for students across the school.• To use SOLAR to demonstrate evidence and track progress across cohorts of learners informing school priorities and training needs.

4. Management of People

Responsibilities working alongside Headteacher and SLT	Specific Responsibility
<ul style="list-style-type: none">• To develop and maintain excellent working relationships with and between all staff, including multi-agency colleagues.• To maintain a positive team ethos through effective communication and shared discussion and training.• To promote positive links between the school, families, external agencies and the wider community.• With other school leaders, oversee timetables, assembly and rotas to ensure the smooth operation of the school.	<ul style="list-style-type: none">• To be responsible for day to day management of staff, including arranging cover for staff absence.• Support staff where necessary to develop skills to improve performance if required.• To lead and support aspects of Annual Reviews and support the SENCOs in their roles.