**Name:**

**Job Title:** Deputy Head Teacher / SENCO

**Accountable to:** Headteacher

**Contract:** Permanent

***Initiative, sensitivity and confidentiality are required when working at Newtown.***

***At Newtown we care about our learning, each other and our world.***

**Main Duties and Responsibilities**

**JOB PURPOSE**

To promote the vision, mission, values and core purpose of the school, in line with agreed school policies. To deputise for the Headteacher when they are absent from the school. To provide professional leadership which secures, in consultation with the Governing Body, the success and improvement of the school, ensuring high quality education and care for the children so that they are safe and happy at school, enabled to be successful learners and thus achieving high standards.

**MAIN AREAS OF RESPONSIBILITY:**

**Supporting the Strategic Direction and Development of Newtown School**

1. To attend some meetings of, and work with, the Governing Body to provide vision, purpose and leadership of the school, and secure effective teaching and successful learning and achievement by children.

2. To contribute to the School Key Priorities and self-evaluation which, through appropriate consultation, identify appropriate priorities and targets for ensuring that children achieve high standards, make progress, are safe and enjoy their learning and work.

3. To work with the Headteacher to ensure school improvement, the achievement of objectives and the educational success of the school.

4. To work with the Headteacher to monitor evaluate and review the effectiveness of the school’s policies and priorities.

5. To lead key areas of school self-evaluation and monitoring, as directed by the Headteacher.

6. To support the Headteacher to ensure that the management, finance and administration of the school enables its vision and aims.

**Supporting Learning and Teaching**

1. To take lead responsibility for developing and maintaining high standards of teaching and learning in the school, with a focus on SEN, PPG and other vulnerable groups.

2. To demonstrate and model to colleagues the characteristics of outstanding teaching.

3. To lead and maintain systems within the school that support positive behaviour and ensure that school staff maintain the capacity to manage challenging behaviour effectively and safely.

4. To be the lead advocate for a Growth Mindset approach amongst children and staff.

5. To work with the Headteacher to create and maintain an environment which promotes and secures good teaching, effective learning, high standards of achievement, good behaviour and discipline.

6. To work with the Headteacher and other teaching staff to implement, monitor, evaluate and review the curriculum in order to identify areas for improvement and set targets for the school and individual children.

7. To work with the teaching staff to develop effective links with the community and parents to extend the curriculum and improve children achievements and personal development

8. To promote respect and understanding of diverse cultures, languages and ethnic groups, including faith groups.

9. To cover and support classes as requested by the Headteacher.

**Supporting, Leading and Managing staff**

1. To line manage the Teaching Assistants and Lunchtime Assistants across EYFS and KS1.

2. To lead, motivate, support, challenge and develop Teaching Assistants and Lunchtime Assistants to secure improvement, including demonstrating a commitment to their own professional development.

3. To maintain effective systems for the review and performance management of Teaching Assistants and Lunchtime Assistants.

4. To ensure that the professional duties of Teaching Assistants and Lunchtime Assistants are fulfilled, as specified in the support staff job descriptions and conditions of service.

5. To motivate and enable staff to develop expertise in their respective roles through personal coaching and supporting high quality continuing professional development.

6. To take responsibility for overseeing the induction and mentoring of Newly Qualified Teachers, student teachers, other students and volunteers.

7. To ensure that effective working relationships are formed between staff, and between staff and children.

8. To work with the Headteacher on Human Resource management, including recruitment, retention, disciplinary, grievance, and capability.

**Supporting Efficient and Effective Deployment of Staff and Resources**

1. To take responsibility for ensuring that additional SEN paperwork is up to date and funding is applied for in a timely manner so children get the best support available.

2. To ensure that Teaching Assistants are utilised effectively and efficiently and that SEN children have sufficient support within the budget constraints.

3. To work with the Headteacher to manage and organise accommodation efficiently and effectively to meet the needs of the curriculum and in accordance with health and safety regulations.

3. To work with the Headteacher to co-ordinate the organisation and management of the school timetable, including break and midday cover.

4. To work with the Headteacher to manage, monitor and review the use of available resources to improve the quality of education and secure value for money.

**Supporting Collaboration with the Community**

1. To work in partnership with other agencies to secure the implementation of the Children’s Act 2004.

2. To create and maintain an effective partnership with parents to support and improve children’ personal development and achievement.

3. To create or maintain a local support group with other Deputies / SENCOs to promote inter-school collaboration.

**Accountability**

1. To fulfil the responsibilities of the SENCO role within the school.

2. To fulfil the responsibilities of the Designated Person role within the school.

3. To fulfil the responsibilities of the named person for “Looked After Children”.

4. To fulfil the responsibilities of the named person for children with English as an Additional Language

5. To present an account of the school’s performance, in the above areas, in a form appropriate to a range of audiences – Governors, parents, local community, OFSTED, School Improvement Partners.

7. To ensure that parents and children of the above groups are well informed about the curriculum and targets for improvement.

***The duties of this post may vary from time to time without changing the general character or level of responsibility entailed.***

**Signed: ........................................................................................ Date: .....................................**

**Print Name: ........................................................................................JOB CONTEXT**

1. HEALTH AND SAFETY

It will be the duty of every employee while at work to take reasonable care for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work. When working off site (for example on home visits) the post holder will follow relevant lone working and risk assessment guidelines issued to staff to ensure their safety and the safety of others.

2. DISABILITY AND 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 DBS as part of Newtown School’s Council’s pre-employment checks.

3. ADDITIONAL INFORMATION

The Deputy Head is expected to be on site to oversee sessions and to respond to post, emails and paperwork, and to liaise with the Headteacher. The duties and responsibilities in the job description 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.

4. ORGANISATION CHART

**Headteacher**

Deputy

Head Teacher

Lunchtime

Assistants

Cleaner

Cleaners

Teaching Assistants

Caretaker

Teachers

Administrator

Bursar

Admin Assistant

5. SUPERVISION

As well as initial induction and training, the Deputy Head will receive regular line management and performance management and development supervision on request by either party.

6. CONTACTS

In order to achieve the key responsibilities listed above, the Deputy HeadeadHead will be expected to collaborate with a range of other professionals and services, including but not exclusively:

* Headteacher, staff and Governors of Newtown School
* Buckinghamshire County Council
* Hertfordshire School Improvement
* Local schools, nurseries and EY provision, parents and children.
* Social Care and Family Support
* Community Health Care (Health Visitors, School Nurses, Midwives etc)
* Family Learning
* Family Information Service

7. PROBLEMS AND DECISIONS

Within this work situations may arise where support should be requested from the line manager, other professionals or colleagues. Training will be given in Child Protection, lone working policies, risk assessments and other relevant areas such as conflict management. Staff will be fully supported within their role. Situations may include:

* Responding appropriately and quickly to child protection disclosure, including appropriate referral on, reporting accurately to line manager
* Responding sensitively to distressed or hostile parent or to crises or chronic problems presented, using an empathic and problem-solving approach and mobilising appropriate resources in the community