**At South Somerset Partnership School Safeguarding is everybody’s responsibility**

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| JOB DESCRIPTION | |
| Deputy Headteacher |
| Headteacher |
| **The successful candidate must meet all the professional standards as outlined for a teacher as required by School Teachers Pay and Conditions Document and undertake any other duties as deemed appropriate by the Area Head teacher and in line with Guidance.** |
| **Main Purpose of Job**: |
| The deputy headteacher, under the direction of the headteacher, will take a major role in:   * Formulating the aims and objectives of the school * Establishing policies for achieving these aims and objectives * Managing staff and resources to that end * Monitoring progress towards the achievement of the school’s aims and objectives * Deputise in the Heads absence as set out in the STPCD * Lead the day-to-day operation of the sites responsible for long term pupils, including those with named EHCP’s, ensuring vulnerable pupils achieve the best possible outcomes.   This Job Description should be read in conjunction with the agreed Roles and Responsibilities document negotiated and agreed by SSPS Senior Leaders. |

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| **Main Responsibilities and Duties**: | |
| **School culture and behaviour**    Under the direction of the headteacher, the deputy headteacher will:   * Create a culture where pupils experience a positive and enriching school life * Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life * Ensure a culture of staff professionalism * Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school * Use nurture-based approaches to managing behaviour, in line with the school’s behaviour policy   **Teaching, curriculum and assessment**  Under the direction of the headteacher, the deputy headteacher will:   * Ensure the curriculum model and subsequent pathways meets the needs of a diverse, all through cohort of pupils * Establish and sustain high-quality teaching across all subjects and phases, based on evidence * Ensure teaching is underpinned by nurture principles and, where appropriate, subject expertise * Effectively use formative assessment to inform strategy and decisions * Ensure the delivery of a curriculum that meets the needs of the specified cohort (PRU) * Establish curriculum leadership, with relevant expertise and access to professional networks and communities * Use valid, reliable and proportionate approaches to assessing pupils’ knowledge and understanding of the curriculum * Ensure the use of evidence-informed approaches to reading so that non reading pupils are taught to read * Ensure the curriculum is underpinned by a social and emotional framework and meets the requirements of a quality nurture provision.   **Additional and special educational needs (SEN) and disabilities**  Under the direction of the headteacher, the deputy headteacher will:   * Promote a culture and practices that enables all pupils to access the curriculum * Have ambitious expectations for all pupils with SEN and disabilities * Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate * Make sure the school fulfils statutory duties regarding the [SEND Code of Practice](https://www.gov.uk/government/publications/send-code-of-practice-0-to-25).   **Organisational management and school improvement**  Under the direction of the headteacher, the deputy headteacher will:   * Establish and sustain the school’s ethos and strategic direction together with the governing board and through consultation with the school community * Establish and oversee systems, processes and policies so the school can operate effectively * Ensure staff and pupils’ safety and welfare through effective approaches to safeguarding, as part of duty of care * Manage staff well with due attention to workload * Ensure rigorous approaches to identifying, managing and mitigating risk * In conjunction with the Head and the SBM, allocate financial resources appropriately, efficiently and effectively * Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school’s context * Make sure these school improvement strategies are effectively implemented   **Professional development**  Under the direction of the headteacher, the deputy headteacher will:   * Ensure staff have access to appropriate, high standard professional development opportunities * Keep up to date with developments in education * Seek training and continuing professional development to meet needs   **Governance, accountability and working in partnership**  Under the direction of the headteacher, the deputy headteacher will:   * Understand and welcome the role of effective governance, including accepting responsibility * Ensure that staff understand their professional responsibilities and are held to account * Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties * Work successfully with other schools and organisations * Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils | |
| **Facts and Figures**: *(Line management, budget and no of pupils)* | |
| SSPS is a complex Pupil Referral Unit It meets the needs of the following cohorts:   * Pupils who are permanently excluded or Hard to Place * Partnership Placements, both full and part time * SEND named placements | |
| **Decision Making**: *Give examples of the types of decisions which the job has responsibilities for making, including where appropriate those relating to resources, budgets and employees. Show where there is authority of freedom to act and where there is an impact via recommendations or advice* | |
| SSPS is deemed mainstream and inspected as a Mainstream Alternative Provision School.  The post holder is supported by wider networks that can include groups such as a relevant phase association (SAPH / SENSE), PiXL and the South Somerset 14-19 Operational Group | |
| **Additional Information**: *Anything else which is relevant to the job which is not adequately covered elsewhere* | |
| SSPS senior leaders operate a ‘Roles and Responsibilities’ agreement providing clear lines of accountability. Strategic and operational responsibilities are negotiated according to the expertise of the post holders.  SSPS is a split-site school and the postholder must be able to travel between sites and to partner schools as required. | |
| **Agreed** that the Job Description is a fair and accurate statement of the requirements of the job: | |
| Job Holder:  Designated Senior Manager: | Date:  Date: |
| Jan 2023 | |