

Job Description & Person Specification

Deputy Headteacher - Student Service with DSL responsibility

Job Description

Salary	L14-L15
Reporting to	Headteacher
Responsible for	Assistant Headteacher - Student services Heads of Year Pastoral Assistants Attendance Officer
Location	Great Wyrley Academy

General Duties

Carry out “the duties of a school teacher” as set out in the Conditions of Service for School Teachers in England and Wales. Fulfil the role of subject teacher.

To do other reasonable tasks as laid down in the School Teacher Pay & Conditions document and as required from time to time at the discretion of the Headteacher

Great Wyrley Academy is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is subject to an enhanced criminal records check.

Strategic Direction and Development of the School

Working with the Headteacher and Leadership Team to help develop a strategic view for the school in its community and analyse and plan for its future needs and further development within the local, national and international context.

1. **Specific Duties:** Undertaking the following responsibilities:
 - Lead by example, provide inspiration and motivation and embody for the students, staff, governors and parents, the vision, purpose and leadership of the school.

Work with the Headteacher and Leadership Team to:

- Create an ethos and provide educational vision and direction which secure effective teaching, successful learning and achievement by students and sustained improvement in their spiritual, moral, social, cultural, emotional and physical development, and prepare them for the opportunities, responsibility and experience of adult life.
- Promote and safeguard the safety and welfare of students.
- Help create and implement a School Improvement Plan, underpinned by sound financial planning, which identifies priorities and targets for ensuring that students achieve high standards and make progress, increasing teachers’ effectiveness and securing school improvement.

- Ensure that all those involved in the school are committed to its aims, motivated to achieve them, and involved in meeting long, medium and short term objectives and targets which secure the educational success of the school.
- Ensure that the management, finance organisation and administration of the school support its vision and aims.
- Ensure policies and practices take account of national, local and school data and inspection and research findings.
- Monitor, evaluate and review the effects of policies and targets of the school in practice, and take action if necessary.
- Attend Local Advisory Body Meetings when appropriate.

2. Learning and Teaching

Work with the Headteacher and Leadership Team to secure and sustain effective teaching and learning throughout the school; monitor and evaluate the quality of teaching and standards of students' achievements; use benchmarks and set targets for improvement.

Work with the Headteacher and Leadership Team to:

- Create and maintain an environment and a code of behaviour which promote and secure good teaching, effective learning, high standards of achievement, good behaviour and discipline, and which enables teachers to meet their professional standards.
- Determine, organise and implement the curriculum and its assessment; monitor and evaluate it in order to identify and act on areas for improvement.
- Develop teaching and learning throughout a range of strategies including coaching and sharing best practice and CPL to raise student achievement and increase engagement.
- Ensure that appropriate support is put in place and monitored to improve student progress.
- Monitor and evaluate the quality of teaching and standards of learning and achievement of all students, including those with special educational needs, to inform future developments.
- To lead in the implementation of policies and practice which promote equality of opportunity and tackle prejudice.
- Develop effective links with the community, including business and industry, to extend the curriculum, enhance teaching and learning and develop community cohesion.
- Create and maintain an effective partnership with parents to support and improve students' achievement and personal development.

3. Leading and Managing Staff

Members of the Leadership Team work with the Headteacher to lead, motivate, support, challenge and develop staff to secure improvement.

You:

- Maximise the contribution of staff to improving the quality of education provided and standards achieved and ensure that constructive working relationships are formed between staff and students.
- Plan, delegate, support, motivate and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation and accountability.
- Implement and sustain effective systems for the Appraisal of staff.
- Motivate and enable all staff to carry out their respective roles to the highest standard, through high quality continuing professional development based on assessment of needs.
- Lead professional development of staff through example, support and co-ordinate the provision of high quality professional development within area of responsibility.
- Sustain own motivation and that of other staff.
- Ensure that professional duties are fulfilled, as specified in the Terms and Conditions of Service of Teachers, including those for the Leadership Team.

4. Efficient and Effective Deployment of Staff and Resources

Members of the Leadership Team work with the Headteacher to deploy people and resources efficiently and effectively to meet specific objectives in line with the school's strategic plan and financial context.

You:

- Support the Headteacher, Local advisory board and middle leaders to recruit and retain staff of the highest quality and put in place succession planning.

Work with the Headteacher and Leadership Team to:

- Deploy and develop all staff effectively in order to improve the quality of education provided.
- Set appropriate priorities for expenditure, allocate funds and ensure effective administration and control.
- Manage and organise accommodation efficiently and effectively to ensure that it meets with needs of the curriculum and health and safety regulations.
- Manage, monitor and review the range, quality, and use of all available resources in order to improve the quality of education, improve students' achievements, ensure efficiently and secure value for money.

5. Accountability

Members of the Leadership Team work with the Headteacher to help evaluate the efficiency and effectiveness of the school.

You:

- Provide information, objective advice and support to the Headteacher to enable him to meet his responsibilities for securing effective teaching and learning and improved standards of achievement and for achieving efficiency and value for money.

- Help create and develop an organisation in which all staff recognise that they are accountable for the success of the school.
- Help present a coherent and accurate account of the performance of all aspects of Student Services in a form appropriate to a range of audiences, including local advisory board, the local community, OFSTED, and others.
- Help ensure that parents, students and stakeholders are well informed about the curriculum, attainment and progress, and about the contribution that they can make to achieve the school's priorities for improvement.

Specific Responsibilities: To lead on all aspects of Student Services Years 7 – 11

- Take responsibility for promoting and safeguarding the welfare of students including being the Designated Safeguarding Lead for the school and leading the School's Deputy Designated Safeguarding Leads.
- To lead on attendance and punctuality – promotion, monitoring and intervention.
- To lead on behaviour and rewards. To develop new strategies to ensure positive behaviour.
- To lead on Primary Transition and liaison with Great Wyrley's feeder primary schools including organisation of New Intake evenings. To promote Great Wyrley Academy within the community.
- To lead the Student Services team – Assistant Headteacher for Student services, Heads of year, Attendance officers, Student support Assistants.
- To oversee on RSE/PSHE and British Values within the Tutor Programme and across the curriculum.
- To run a staff duty system and ensure it secures positive behaviour and a safe environment.
- To celebrate achievement through the organisation of Awards Evenings.
- To support the professional development of staff through student service related CPL.
- To quality assure all aspects of Student Services.
- To oversee on uniform, rewards and behaviour.
- Oversight of Careers, work Experience and Enterprise
- Suspensions Co-ordinator
- Open evenings
- To oversee on counselling, vulnerable students, external agencies and other external support
- Site management
- Parent in Partnership programme
- Deputise for Headteacher when required

Specific Responsibilities:

Role of the Designated Safeguarding Lead

The responsibilities are as follows:-

4.2. Take lead responsibility for safeguarding and child protection.

4.3. Any deputy DSL must be trained to the same standard as Lead DSL. The DSLs must liaise with Local Authority and work with other agencies in line with 'Working together to keep children safe in education 2019'

4.4. Refer all cases of suspected abuse to the local authority children's social care or the Police in cases where a crime or suspected crime may have been committed.

4.6. When any member of staff has concerns that a pupil may be at risk of radicalisation or involvement in terrorism, they should speak with the SPOC/Headteacher and DSL to support staff who make referrals to the Channel programme.

4.7. Refer cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required (this is a role for senior members of staff only with the relevant authority).

4.8. Liaise with staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies. Act as a source of support, advice and expertise for staff.

4.10. Liaise with the LADO/MASH in the local authority for child protection concerns when there are cases which concern a staff member (this is a role for senior members of staff only with the relevant authority in school and cannot be undertaken by staff in pastoral roles such as Parent Support Advisers, Learning Mentors etc). This means when a case is ongoing and should not be confused with the right to follow the Trusts or NSPCC's Whistleblowing procedures.

4.11. Ensure each member of staff has access to and understands the academy's child protection and safeguarding policy and procedures, especially new and part time staff.

4.12. Be alert to the specific needs of children in need, those with special educational needs and young carers.

4.16. Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the academy may put in place to protect them.

4.17. The DSL, or Deputy DSL, is always available for staff to refer concerns to.

4.19. The DSL (or deputy) will lead on early help, if appropriate liaising with other agencies and setting up inter agency assessments. Cases should be kept under constant review –

considering a future referral to social services if the child's situation does not appear to improve, or gets worse.

4.20. The DSL will consider escalation if after a referral the child's situation does not appear to improve.

General

- Contribute to the overall ethos/aims of the academy

- Participate in training, other learning activities and performance development as required.
- Attend and participate in relevant meetings as required.
- The post holder is required to be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- The post holder has a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work. This post requires the post holder to undertake an Enhanced DBS check.

Equal Opportunities

Windsor Academy Trust (WAT) is an inclusive organisation. We are committed to providing equal opportunities in employment for all our employees. All employees are expected to have read, understood and comply with our Equality Policy at all times

Non Contractual

Any job description provided to you by the organisation will not form part of your contract of employment unless specified otherwise.

Please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken. It is not a comprehensive list of all tasks that the post holder will carry out. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post.

This job description may be amended at any time in consultation with the post holder.

Person Specification

Essential Requirements	
Qualifications	▪ Degree or equivalent ▪ Qualified Teacher Status ▪ Evidence of continuous professional development
Work related experience / Specialist knowledge	▪ Member of a Leadership team ▪ Experienced Senior Leader ▪ Evidence of impact of current role and a track record of success ▪ An outstanding practitioner ▪ Expert knowledge of pedagogy and curriculum ▪ Expert in measuring impact ▪ Track record of examination success ▪ Able to accept autonomy and operate professionally maintaining the trust of colleagues ▪ Experience of coaching, mentoring and leading training
Aptitudes, skills and abilities	▪ Enthusiastic in leading students and staff with evidence of success ▪ Energetic with a high work rate that promotes this in others ▪ Commitment to success for all students and ability to motivate them to this aim ▪ Good motivational and leadership qualities ▪ Evidence of, and willingness to, contribute to extra-curricular activities ▪ Ability to set targets, meet deadlines and to work under pressure ▪ Demonstrable ability to work with external partners to the benefit of the school ▪ Ability to challenge poor performance ▪ Ability to present coherent and accurate reports depicting performance to other stakeholders ▪ Ability to manipulate data and use it for analysis and improvement ▪ An understanding of headline accountability measures and how to use these to raise standards ▪ To have led quality assurance at a senior level
Other	• Experience of current Child Protection guidelines and commitment to safeguarding students. • Ability to take the lead on safeguarding practice. Great Wyrley Academy is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS with barred list check.



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