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| **Deputy Headteacher**  **Full time**  **Job Description** |  |
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**Role Summary**

* **To work closely with the Senior Leadership Team (SLT) to adhere to our shared vision for the school and strategic plan, best meeting the individual needs of the pupils**
* **Responsible for consultations, admissions and appeals / tribunals**
* **Joint working with local authorities to shape the future of SEND provision in Reading**
* **Strategic oversight of School2School Support including an appropriate training package**
* **Strategic overview of satellite provision**
* **Overview of adulthood planning and transitions / destinations beyond The Avenue**

The post holder will work within the Senior Leadership Team to drive forward the vision and the strategic development of the school. The post holder will be responsible for the school’s admissions processes, including policy, consultations, appeals and tribunals. The post holder will work collaboratively with local authorities and mainstream schools in Reading to bridge the gap between mainstream and special education by moving forward our satellite strategy and developing a School2School package of training and support, drawing on the expertise of the wider team at The Avenue and the specialist skills of professionals beyond our school where necessary. The post holder will oversee transition planning within the school, ensuring pupils are successfully prepared for their adult lives and their next destinations – either in further education or in employment.

**Specific Responsibilities will include:**

* Establish policies and systems for achieving the school’s strategic aims
* Provide high quality professional leadership which secures the success and improvement of the school, ensuring the highest quality education and care for pupils so that they best achieve and are safe and happy at school.
* Respond to consultations, adhering to the SEND Code of Practice
* Oversee admissions processes
* Prepare for, attend and follow up actions from admissions panels
* Write and review the school’s admissions policy
* Prepare full appeal / tribunal responses
* Work with the LA legal team to prepare for admissions tribunals
* Attend admissions tribunals as a witness
* Facilitate the admission and transition of new pupils into the school
* Ensure information regarding admissions is up-to-date on the school website
* Conduct prospective parent tours and provide access to appropriate school information
* Attend and positively contribute to relevant strategic board and panel meetings
* To maintain regular liaison with the SEND Team Manager and case officers to best inform place planning strategy
* Work with the LA to establish and coordinate a School2School Support Service which offers in-reach, outreach and training to local schools
* Liaise with a team of school-based specialists and outside agencies, where necessary, to develop a training offer as part of a School2School support service
* Take responsibility for measuring the impact of School2School support and the change that it has brought about
* Work with the LA to drive forward plans for an increasing number of satellite provisions within Reading’s mainstream schools
* Ensure all policies relevant to the role are accurate, up-to-date and accessible to staff and the wider school partners
* Oversee the school’s transition / adulthood planning processes
* Maintain expert knowledge of the SEN Code of practice and quality assure transition / adulthood plans; regularly updating colleagues and Trusts
* Play a lead role in the annual Transitions Fair
* Organise an annual leavers’ assembly
* Maintain expert knowledge of and links with local post-16/post-19 destinations
* Maintain expert knowledge of current and emerging practice and interventions in the education of young people with complex SEND
* Produce and contribute to material for the school website, newsletters and other publications as required

**General Responsibilities**

* Play a key role in the development of the school policies and strategy and their implementation; working positively and supportively, ensuring that the development of the whole child is at the centre, including pupil learning, engagement and attainment
* Play an active role in the identification of the needs and priorities of the school, through the process of self-review and monitoring
* Identify, plan and implement the aims of the school, working alongside other senior staff and Trustees, in line with the School Development Plan
* Alongside senior colleagues, have responsibility for the wellbeing and behaviour of all pupils
* Model excellent professional conduct with colleagues, pupils, parents and the wider community
* Foster good relationships with all members of the school, parents and the local community
* Maintain an awareness of current and proposed political, economic, social, religious and technological influences (national and local) which may have an impact on the strategic and operational direction of the school
* Keep abreast of current local and national educational developments and ensure effective dissemination amongst colleagues
* Be a Deputy Lead for Safeguarding and Child Protection, working within a team, supporting the DSL
* Attend and produce reports for Trustees’ meetings as required
* Act as a line manager and carry out appraisals, adhering to the school’s policy
* Participate in recruitment
* Deputise for the Headteacher as necessary

**The duties outlined in this job description are in addition to those covered by the most recent School Teachers’ Pay and Conditions Document. It may be modified by the Headteacher, after discussion with you, to reflect or anticipate changes in the job, commensurate with the salary and job title.**

**The job description will be reviewed at least twice a year as part of the Appraisal process.**

**There is a directed pupil contact time with this role of up to half a day a week. Pupil contact could be through teaching, school council meetings, coaching, mentoring, etc. This element is to be discussed with the Headteacher.**