

## TEACHING STAFF

### JOB DESCRIPTION

<b>ROLE TITLE</b>	Deputy Headteacher
<b>CONTRACTED HOURS</b>	Full time / year-round
<b>LOCATION</b>	The Bridge Special School, Ipswich (may be deployed across the Trust)
<b>GRADE / SCALE POINT – SALARY</b>	Leadership range L14 – L18
<b>REPORTING TO</b>	Headteacher

#### INTRODUCTION

All Unity Schools Partnership schools embrace a strong set of values which ensure that pupils learn how to take their place in modern Britain. Every member of staff is required to uphold and promote the values of the Trust in every aspect of their work performance. All members of the Trust are responsible personally and collectively for supporting pupils in becoming confident individuals, successful learners and responsible citizens, through:

- Modelling the Core Values at all times;
- Nurturing passions and interests and stimulating their intellectual curiosity;
- Continuously raising aspirations and self-esteem;
- Intentionally developing Leadership
- Contributing to the wider range of opportunities offered by and for the school community;
- Actively supporting and promoting pupil voice;
- Assuming responsibility (as required) for the learning progress of a specific group of individual pupils.

#### JOB PURPOSE

To deliver and sustain educational excellence in teaching and learning throughout the school.

#### KEY TASKS AND RESPONSIBILITIES

##### **Strategic direction and development of the school:**

To work with the Local Governing Body, Headteacher, school workforce and school community to contribute to development of the strategic view for the school in its community and analyse and plan needs and further development of the school.

- To develop overall aims and objectives for the school and policies for their implementation;

- To support the Headteacher in creating an ethos and provide educational vision and direction which promotes effective teaching, successful learning and achievement by pupils and sustained improvement in their spiritual, moral, cultural, emotional and physical development, and prepares them for the opportunities, responsibilities and experiences of adult life;
- To work with the Headteacher to develop and implement a strategic plan, underpinned by sound financial planning, which identifies priorities and targets for ensuring that pupils achieve high standards and make progress, increasing teachers' effectiveness and securing school improvement;
- To ensure that all those involved in the school are committed to its aims, motivated to achieve them and involved in meeting short, medium- and long-term objectives and targets which secure the educational success of the school;
- To ensure that the organisation of the school supports its vision and aims;
- To ensure that policies and practices take account of national, local and school data, inspection and research findings; and
- To monitor, evaluate and review the effectiveness of policies, priorities and targets of the school in practice and act if necessary.

### **Teaching and Learning**

To work with the Headteacher and Local Governing Body to secure and sustain effective teaching and learning throughout the school and to monitor and evaluate the quality of teaching and standards of pupils' achievement, using benchmarks and setting targets for improvement.

- To ensure that all pupils receive a good quality education through a programme designed to promote good learning in a safe and healthy school environment;
- To ensure a consistent and continuous school-wide focus on pupil's achievement, using data and benchmarks to monitor every pupils' learning and progress;
- To ensure that learning is at the centre of strategic planning and resource management;
- To establish creative, responsive and effective approaches to learning and teaching;
- To ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning;
- To be able to demonstrate and articulate high expectations and set stretching targets for the whole community;
- To be able to implement strategies which secure high standards of behaviour and attendance;
- To implement a diverse, flexible curriculum and implement an effective assessment framework;
- To be able to take a strategic role in the development of the new and emerging technologies to enhance and extend the learning experience of pupils
- To monitor, evaluate and review classroom practice and promote improvement strategies to ensure that underperformance is challenged at all levels and ensure effective support and intervention; and
- To ensure holistic, child centred support is in place which empowers children and their families and enables the development of healthy, socially inclusive behaviours.

### **Leading and managing people**

To lead, motivate, support, challenge and develop other people in order to secure improvement:

- To maximise the contribution of staff to improve the quality of education provided and standards achieved and ensure that constructive working relationships are formed between staff and pupils;
- To plan, allocate, support and evaluate work undertaken by groups, teams and

individuals, ensuring clear delegation of tasks and devolution of responsibilities in a manner consistent with their conditions of service, ensuring a reasonable balance for teachers and other members of staff, in work carried out in school and work carried out elsewhere;

- To sustain effective systems for the management of staff performance, incorporating appraisal and targets for teachers (including targets relating to pupils' achievement);
- To ensure that all staff receive regular appraisal and performance management as per the Trust's policies and procedures;
- To ensure that trainees and newly qualified teachers are appropriately trained, monitored, supported and assessed in relation to the standards for Qualified Teacher Status and the Teacher Standards; and
- To maintain an ethos of relationship-based practice across the school which values the contribution that enjoyment can make to achievement.

### **Efficient and effective deployment of people and resources**

To support the Headteacher in the deployment of people and resources efficiently and effectively to meet specific objectives in line with the school's strategic plan and financial context:

- To work with the Local Governing Body and senior colleagues to recruit staff of the highest quality available;
- To work with senior colleagues to deploy and develop all staff effectively in order to improve the quality of education provided;
- To advise the Local Governing Body on the adoption of effective procedures to deal with the competence and capacity of staff;
- To undertake responsibilities as defined in the Trust Health and Safety Policy and/or such Health and Safety Policy as the Local Governing Body may have determined;
- To ensure that appropriate risk assessments are undertaken before sanctioning and participation in any potentially hazardous activity;
- To manage, monitor and review the range, quality, quantity and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money; and
- To ensure that staff are encouraged to attend INSET and undertake CPD activity which increases their knowledge and understanding of cultural diversity and racism and how racism can be combated in a classroom setting.

### **Strengthening Community**

- To enable a school culture and curriculum which takes account of the richness and diversity of the school's community;
- To enable and promote positive strategies for challenging racial and other prejudice and dealing with racial harassment;
- To ensure learning experiences for pupils are linked into and integrated with the wider community;
- To ensure a range of community-based learning experiences and opportunities;
- To work in partnership with other agencies in providing for academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families;
- To seek opportunities to invite parents and carers, members of the community, business or other organisations into the school to enhance and enrich the school and its value to the wider community;
- To be able to contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives;
- To co-operate and work with relevant agencies to protect children;
- To ensure that the school promotes effective links with the local community and continues the development of close liaison with other local primary, secondary and

- special schools; and
- To support the Headteacher in ensuring that the school offers appropriate extended services.

## **SAFEGUARDING**

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times. The Deputy Headteacher will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the School's Safeguarding policies.

The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

## **GENERAL**

1. Actively contribute to and promote the overall ethos and values of the school and the wider Trust.
2. Participate in training and other learning activities and performance development as required.
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust.
4. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times.
5. Act as an ambassador for the school and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.
6. Undertake any other reasonable tasks and responsibilities as requested by the Headteacher, Director of Education or a member of the Trust Executive Leadership Team which fall within the scope of the post.

### PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
<b>KNOWLEDGE</b>		
<b>Qualifications</b>	First degree / training certificate Recent professional development relevant to a senior leadership role in an educational setting.	Other professional qualifications e.g. NPQSL.
<b>Knowledge and Experience</b>	<p>Preferred teaching experience in a school for children with SEN.</p> <p>Preferred teaching experience in a school for pupils with SLD/PMLD and/or Autism</p> <p>A proven track record in achieving the highest standards of attainment and progress for all groups of pupils</p> <p>Proven leadership and management experience and expertise at senior management level:</p> <p>Performance management</p> <p>Working in partnership with parents and external agencies</p> <p>Evidence of experience in key characteristics of leadership in education, including:</p> <p>Making considered decisions and taking responsibility for the outcomes.</p> <p>Encouraging, supporting and motivating people, including pupils, staff and parents.</p> <p>Challenging, influencing and motivating others to attain high goals.</p> <p>Record of successfully implementing initiatives to raise standards.</p> <p>Experience of analysing and using school performance data.</p> <p>Current knowledge of teaching technologies, their use, implementation and impact.</p>	<p>Successful leadership of strategic initiatives.</p> <p>Successful and varied teaching experience throughout the relevant phases / key stages.</p>
<b>Skills and Aptitudes</b>	<p>Awareness of T&amp;L styles and assessment as pertinent to curriculum delivery for pupils aged 3-19 with a variety of SEN from a variety of ethnic and socio-ethnic backgrounds.</p> <p>Commitment to an educational provision of the highest quality.</p>	Counselling and mediation skills.

	<p>Evidence of commitment to lifelong learning.</p> <p>Ability to communicate effectively with a wide range of people.</p> <p>Good interpersonal skills.</p> <p>Ability to work under pressure and to time and targets.</p> <p>Ability to develop and maintain good working relationships.</p> <p>A commitment to maintaining the school's current identity within the overall ethos and values of the Trust.</p> <p>Evidence of commitment to model the school's core values.</p> <p>Experience in delivering strategies which encourage parents and carers to support their children's learning.</p> <p>Evidence of commitment to involving parents and the community in supporting the learning of children and in defining and realising the school's vision.</p> <p>Proven ability to think creatively and bring fresh ideas to a school that is already achieving very high standards.</p>	
<b>Other qualities</b>	<p>Proven ability to deliver strategies which encourage parents and carers to support their children's learning.</p> <p>Commitment to involving parents and the community in supporting the learning of children and in defining and realising the school's vision.</p>	