

GLF Schools - Job Description

Job Title	Deputy Headteacher with SENCO	Job Reference	HAMDHT0325
Location	Hammond Junior School	Travel Required	Y/N
Cluster			
Core purpose			
<ul style="list-style-type: none"> ● To assist and deputise where necessary in providing effective, dynamic and inspirational leadership for the school, thus promoting a secure foundation from which to achieve high standards in all essential performance areas. ● To continuously explore alternative opportunities, of which will enhance the learning and educational environment for all children. ● Play a major role in formulating the aims and objectives of the school, establishing the policies through which they will be achieved, managing staff and resources to achieve the aims and objectives of the school and monitor progress towards their achievement. ● Alongside the Headteacher evaluate the schools performance, identifying areas of improvement and priorities for continuous growth and development of the school and its children. ● In partnership with or in the absence of the Headteacher, implement decisive leadership to allow a positive impact on the quality of teaching. ● The Deputy Headteacher will lead the school in the absence of the Headteacher. ● Working in partnership with the Headteacher to build a professional learning community, which enables everyone to achieve. ● To work in collaboration with GLF Schools supporting the values and vision, sharing expertise and supporting colleagues with the family of GLF Schools. <p>SENCO responsibilities:</p> <ul style="list-style-type: none"> ● Be responsible for the strategic direction of special educational needs across the whole school ● Oversee the day to day operation of the school's SEND policy ● Coordinate provision for children with special educational needs ● Help in the identification of children with special educational needs and those who are intellectually advanced, teaching and supporting intervention programmes so that they are able to make rapid progress in line with the schools high educational expectations ● Liaise with and advise teachers in setting targets for children with SEND ● Support the Headteacher in planning and delivering support for children benefitting from the Pupil Premium ● Manage resources for SEN and make effective use of the budget for SEND ● Oversee the records of all children with special educational needs ● Liaise with parents of children with SEND ● Liaise with external agencies including the LA's support and educational psychology services, health and social services and voluntary bodies ● Keep abreast of current thinking in SEN matters and attend and deliver the relevant training 			
Key Accountabilities			

Strategic leadership & shaping the future

- To work with the Headteacher, LGB, GLF Schools & further key stakeholders to create a coherent vision for the school, ensuring it is clearly articulated, shared, understood and acted upon effectively by all.
- Work within the school community to translate the vision, core aims, agreed objectives and operational plans which will promote and sustain continual school improvement.
- Ensure strategic planning considers the diverse makeup of the school and the wider community.
- Leading and developing colleague's performance, so as to maximise the progress of all children.
- Creating, maintaining and enhancing effective working relationships amongst all members of the school community.
- Setting targets, monitoring performance and reviewing the progress of staff according to the appraisal/performance management cycle of the school.
- Providing CPD through modelling best practice, coaching and INSET.
- To lead on monitoring and quality assurance to ensure effective Learning and Teaching.
- Under the direction of the Headteacher, enhance opportunities through collaboration with other schools within the GLF family.

Teaching & learning

- To work in partnership with the Headteacher, LGB and GLF Schools to secure and sustain effective teaching and learning throughout the school, monitoring and evaluating the quality of provision and using available data to set priorities for development.
- Ensure that learning and teaching is at the centre of the schools decision making, providing an example of excellence and inspiring and motivating all other staff, thus sustaining high expectations.
- Determine, organise and implement a diverse, flexible curriculum and implementing an effective assessment framework which reflects the context of the school.
- To assist the Headteacher in the effective monitoring and evaluation of learning and teaching with the aim of securing high standards of achievement .
- Promoting a culture of challenge and support for all children to enable them to achieve success and sustain engagement in their own learning.
- Challenge any underperformance and implement action plans for improvement.
- Providing staff with guidance and support though the promotion of appropriate CPD.
- Implement and monitor positive behaviour management strategies, supporting all children's social and emotional aspects of learning.
- With direction from the Headteacher develop the provision of out of hours learning and extended learning opportunities.
- Plan and develop a school environment which will be stimulating and conducive to a range of activities and promotes a variety of learning styles.

Securing accountability

- Utilise a range of evidence, including national, local and own schools performance data to support, monitor, evaluate and improve aspects of school life, including challenging poor performance and identifying educational trends.
- As Deputy to the Headteacher, ensure individual staff accountabilities are clearly defined, understood and agreed, with the understanding that they are subject to rigorous review and evaluation.
- Deputise for the Headteacher and present to the LGB, GLF Schools, parents and or carers as well as other key stakeholders, a coherent, understandable and accurate account of the schools performance.
- With authorisation and direction from the Headteacher, ensure effective use of the schools budget and best practice in financial and employment matters.
- Maintain the ethos of the school by fostering collaboration and an atmosphere of mutual respect, where achievements are acknowledged and celebrated.
- Leading on specific areas of the school development plan as agreed with the Headteacher and contributing to the self-evaluation of the school.

Strengthening community

- The Deputy Headteacher will alongside the Headteacher engage with the internal and external school community and GLF Schools to secure equity and entitlement. This includes collaboration with other schools, with parents and careers and other agencies for the well-being of all children to enhance provision.
- Work effectively with other educational institutions locally and further afield building effective partnerships.
- With direction from the Headteacher develop the provision of out of hours learning and extended learning opportunities.
- Collaborating with other schools and the wider community in order to share expertise and bring mutual benefits.
- Build and maintain effective relationships with parents, carers, partners and the community that enhance the education of the children and the wider community.
- Seek opportunities to invite parents, carers, community figures, businesses or other organisations into the school to enhance and enrich the school and its value to the wider community.
- Recognise and champion opportunities for developing a rich and diverse school community, which respects the rights, responsibilities and dignity of all.

Accountability

- The Deputy Headteacher is accountable to the Headteacher who is in turn accountable to the Local Governing Body, CEO and GLF Schools. They are accountable for the standards achieved, the conduct, management and administration of the school and are subject to local and GLF policies.
- GLF Schools expects its employees to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work

that is not specified in the job profile but which is within the remit of the duties and responsibilities.

Collaborative Working

GLF Schools promotes a cross-cluster collaborative approach, allowing colleagues to share expertise and experience, ensuring all children in our schools receive an excellent education and reach their potential. Through this cluster model, GLF Schools is committed to providing opportunities for professional development and career progression.

Safeguarding

- GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under-represented groups including those based on, ethnicity, gender, transgender, age, disability, sexual orientation or religion.