

THE HELIX EDUCATION CENTRE

Job Description

Position: Deputy Headteacher (with teaching 2-3 periods of RSE & PHSE and role of DDSL)
Grade: LG 16-20
Contract Type: Full Time/Permanent
Location: The Helix Education Centre, 94 Uxbridge Road, Harrow, HA3 6DH
Reporting to: Headteacher
Responsible for: All Teachers
Date: September 2023

ROLE PURPOSE

- To support the Headteacher in providing high quality professional leadership for the Helix Services, and secure continued development, success and improvement of provision.
- To assist the Headteacher to ensure delivery of high quality education, and an ethos of achievement for all pupils.
- To create and develop, with the direction of the Headteacher, a skilled, confident and motivated staff team to support inclusion within the Service and Local Authority.
- To lead on the improvement of the quality of assessment, teaching & learning, and reporting.
- Under the overall direction of the Head Teacher, the post holder is to line manage the Teaching Staff.
- Under the overall direction of the Head Teacher, provide strategic Leadership and Management across The Helix Services and ensuring accountability measures on student progress, assessment, attainment and outcomes are used effectively to inform strategic planning.
- To develop and share high quality professional practice, access a wide range of resources and opportunities and ensure that a collaborative culture provides maximum opportunities for our students
- To produce half termly overview of academic progress data of KS2, KS3 & KS4 pupils compiled from each subject taught.
- Undertake an agreed teaching commitment of RSE & PHSE
- To fulfil the professional responsibilities of a Deputy Headteacher as set out in the current Teachers' Pay and Conditions Document.

Generic Duties/Accountabilities	
1.	To ensure compliance with your responsibilities as laid out in the council's equal opportunity policy and take an active role in promoting equality and diversity to Harrow's diverse community. Comply with The Helix Education Centre and Harrow Council policies regarding Behaviour Support, Child Protection and Physical Contact and Restraint.
2.	To ensure compliance with your responsibilities as laid out in Harrow Council's Health and Safety Policy and take an active role in promoting a positive health and safety culture.
3.	To promote and participate in Harrow Council's individual performance appraisal and development initiatives and information management best practice.
4.	To ensure compliance with Harrow Council's Information Security Policies and maintain confidentiality.

Service Specific Duties/ Accountabilities	
1	To deputise for the Headteacher as directed, and to provide clear leadership & management of services, provide educational & pastoral direction and professional guidance working with the Management Committee and the LA to develop agreed aims and policies.
2	Contribute to the development of an organisational culture based on good teaching and learning and pastoral support to ensure good personal, social & academic progress for all pupils.
3	To assist the Headteacher to develop Systems for rigorous tracking of pupil achievement data to ensure that all pupils make good progress by leading on Quality Assurance and Development of Active Teaching, Learning and Curriculum Delivery and provisions that meets the needs of all students, providing support for progression and accessing external qualifications and opportunities, and ensuring staff are familiar with pedagogy and current methodology in teaching and assessment, and professional practice reflects developments across the profession and meets the required professional standards.
4	Assist with the development and implementation of effective service improvement, including the writing of school strategic & action planning, deployment and day-to-day management of requisite resources, and working with the School Finance & Business Manager to ensure that School Financial Value Standards are met.
5	With the Headteacher, monitor and evaluate the impact of the service's policies and activities for providing education for pupils receiving education other than at school and provide regular and informative reports to those entitled to such information, including, when required, to the Management Committee, parents, staff, the Local Authority and other professionals.
6	Work with the Headteacher to develop and maintain an active partnership between the service and parents, and with the local community, special and mainstream schools, the Management Committee, the Local Authority and other agencies.
7	Ensure access to an appropriate and relevant curriculum for all pupils attending the Centre and those receiving tuition which takes account of the National Curriculum and of the needs of individual pupils.
8	With the Headteacher, create and maintain an environment and a code of behaviour appropriate to individual pupils' needs. Ensure all incidents of inappropriate behaviour are addressed, recorded and reported as necessary to relevant professionals.
9	Work with the Headteacher in developing effective ways of working with parents/carers to support and improve pupils' learning, achievements and personal development.
10	Lead, encourage, motivate and support staff to enable them to carry out their respective roles to the highest standard offering an appropriate role model.
11	Implement effective systems of performance management in accord with policy and as directed by the Headteacher.
12	Encourage and promote collaborative team work; To work together with the Head Teacher and SLT to ensure effective operation of the school in line with our shared vision and strategy, working in partnership with others as necessary: local schools, local health providers, the Police, Social Care, School Home Support, YOS/YOT, voluntary sector providers, private providers and other partners.
13	Manage and organise school accommodation to ensure that it meets the needs of the curriculum, pupils and health and safety regulations.
14	To lead staff meetings, staff INSET and parent's meetings as appropriate
15	Ensure that channels of communication are used effectively within the service and with others to promote effective sharing of information in the best interest of the pupils, and to demonstrate

	professional and personal integrity through a problem-solving and constructive approach, including when working with colleagues across the Helix Services, with partner organisations and with service users.
16	Contribute to the development of the pupils Education Progression Plan (IEPs).
17	Contribute to the selection process for recruitment of new staff and play a lead role in the induction of new staff to the school, ensuring they are given the best welcome and set up to be successful in their role
18	To undertake administrative & Financial duties and become familiar with the school MIS and Finance systems as required
19	Take on any additional responsibilities that might from time to time be determined by the Headteacher, as consistent and reasonable to your job duties

Leadership and Management	
20	Work with the Headteacher and Management Committee to ensure the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements.
21	Support the Headteacher to implement rigorous monitoring of the quality of teaching and learning to ensure that teaching is good or better in the vast majority of lessons, and to develop systems for gathering and making use of information about the performance and impact of The Helix provisions, including KPIs and the monitoring and development of assessment, recording, reporting and target setting.
22	Promote clear and effective planning, management and implementation of the curriculum and its assessment. Ensure the planning, directing, monitoring and reviewing of the delivery of appropriate Key Stage curriculum, including, when directed by the Headteacher, establishing relevant links with mainstream schools and other educational and training establishments, organisations and institutions
23	To act as appraiser for assigned staff, ensuring that feedback on performance is given regularly and performance reviews are thorough giving staff clear indications of strengths and areas for development
24	Plan, allocate, support and evaluate work, ensuring effective delegation of tasks and responsibilities. Deploy staff effectively with the Assistant Headteacher according to priorities to ensure high quality education & daily organisation of the unit
25	Ensure that parents and pupils are informed about the curriculum, pupil progress and opportunities post 16.
Other Areas of responsibilities	
26	Take responsibility for leadership and registration of the Alternative Curriculum e.g.: ASDAN, Functional Skills, BTEC, Initial Assessments & Respite provision
27	Ensure the health and safety of all pupils and staff and ensure that the pastoral care of all pupils and staff and all issues around safeguarding are maintained
28	Keep abreast of current developments in your management and curriculum areas and disseminate information as appropriate for the management of Teaching and Learning throughout the school,

	including:
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| | <ul style="list-style-type: none">• Monitoring the standards of teaching and learning within our single departments and ensuring that schemes of work and departmental handbooks are updated;• Monitoring progress against Departmental Action Plans and overseeing departmental self-evaluation and quality assurance procedures;• Implementing an on-going programme of observations to ensure high standards of Active-teaching and learning and to promote the sharing of best practice;• Developing guidance and delivering staff briefings and training as required.• Cultivating and leading a robust response to development and embedding of teaching pedagogy and ensuring teaching staff work to further develop professional practice and the impact of their work on student outcomes. |
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Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.	
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Person Specification

IMPORTANT INFORMATION FOR APPLICANTS

CRITERIA/METHOD OF ASSESSMENT

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

Shortlisting will be on the basis of assessing the selection criteria marked 'A'

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Harrow. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

Ranking Order	Knowledge Indicator	Essential	Desirable	Method of Assessment
1	Knowledge and understanding of using data to inform effective evaluation and monitoring of pupils' achievements and progress.	✓		A / I
1	An understanding of the current education and safeguarding legislation	✓		A / I
2	Knowledge of current teachers' pay and conditions and the performance management framework.		✓	A / I
1	Knowledge of the DfE Guidance on Behavior and Attendance, the new Ofsted framework.	✓		A/I
2	Knowledge and ability to manage and deliver group online learning.	✓		A/I
1	Knowledge and understanding of the current legislative context to the delivery of education in England (particularly Pupil Referral Units, Alternative Education Provision and SEN), curriculum developments and education initiatives	✓		A/I
1	Current and relevant knowledge of best practice in school Leadership and Management	✓		A/I
1	Comprehensive and progressive knowledge of teaching pedagogy which underpins delivering curriculum within AP setting.	✓		A/I
1	Comprehensive and advanced understanding of assessment and progress tracking and how this is effective in supporting pupil outcomes	✓		A/I

1	Evidence of continuous managerial and professional development (e.g. leadership pathways - NPQ or NPQH)	✓		A/I
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Ranking Order	Experience	Essential	Desirable	Method of Assessment
1	Experience of managing a budget and budget analysis to ensure best value, taking into account future improvements identified in action plans.		✓	A/I
1	Experience of teaching pupils with learning and Social and Emotional difficulties, preferably in an offsite setting or in an EOTAS Alternative Provision.		✓	A / I
2	A minimum of 2 years' experience as deputy in leadership and management within a PRU, school or Alternative Provision.	✓		A/I
1	Experience of planning and implementing individual & whole school programs of work which have motivated and challenged pupils disengaged from education.		✓	
1	Effective leadership of whole school developments relating to teaching and learning and self-evaluation	✓		
1	Demonstrable evidence of raising the standards of teaching and learning	✓		
1	Experience of working in partnership with a school governing body or Management Committee, staff and parents/carers in developing whole school values and promoting SMSC development		✓	

1	Successful experience of working in an educational setting and initiating and implementing whole school initiatives.	✓		
1	The ability to teach a range of subjects as necessary, particularly PHSE & RSE; in a motivating way for disaffected pupils.		✓	A/I
2	Successful experience of multi-agency partnership work to support vulnerable children and families.		✓	I

Ranking Order	Education, Qualifications and Training	Essential	Desirable	Method of Assessment
1	Qualified Teacher Status.	✓		A
1	Education Leadership training or experience.	✓		A
2	Qualification/training in ICT packages.		✓	A
1	Understanding of confidentiality issues and how this is observed and maintained.	✓		A / I

1	Evidence of specialist training working with behavioural difficulties		✓	A/I
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Ranking Order	Skills and Abilities			Method of Assessment
1	Proven skills in leadership and management and the ability to demand and maintain consistently high standards and expectations in frequently challenging circumstances.	✓		A/I
1	Effective, assertive & polite communication skills with the ability to relate to a variety of people.	✓		A
1	Ability to establish systems to support and inform self-evaluation.	✓		A
1	Sensitivity, patience, flexibility and tact when dealing with challenging behaviour and an understanding of how to defuse potentially confrontational situations.	✓		A/I
2	Ability to motivate others and encourage engagement.		✓	A / I
1	Ability to maintain confidentiality.	✓		A/I
1	Ability to remain calm under pressure.	✓		I
	Other			
	Demonstrates positive behaviour in adversity			A/I
	The post holder will require flexibility and resilience in order to be able to manage the demanding environment of working in a SEMH setting			A/I