

**Sandside Lodge School**

**Deputy Headteacher - Job Description**

**Job Title:** Deputy Headteacher

**Accountable to:** Headteacher and Governors

**Salary Range Leadership**: L9-L14 (depending on experience)

1. **Job Purpose and Role**

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| **Responsibilities working alongside Headteacher and Senior Leadership Team** | **Specific Responsibility** |
| * To create, develop and maintain a high-quality educational environment for students with severe and profound learning disabilities, including Autism.
* To ensure the continued development of the school and make a significant contribution to high quality organisation, leadership and management.
* To play a full and active role in supporting and promoting every aspect of the life of the school.
* To participate in Governing Body meetings.
* Accept the collective responsibility of the SLT and respect its confidentiality when this is agreed to be necessary.
* To keep abreast of developments within education and the special sector at local, national and international level.
 | * To support the Headteacher in professional duties.
* To assist the Headteacher in mutually agreed areas of school leadership and management.
* To fully deputise for the Headteacher in their absence.
* Work alongside other schools and stakeholders and foster strong relationships to develop further partnership working to improve links across Cumbria and beyond.
* Be a positive role model to all staff with high levels of personal integrity.
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1. **Organisation, Leadership and Management**

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| **Responsibilities working alongside Headteacher and SLT** | **Specific Responsibility** |
| * To uphold the vision, aims and objectives of the school and ensure implementation, monitoring, development and review of policies to support these aims.
* To work closely with the Headteacher, Senior Leadership Team and the Governing Body on strategic school improvement planning and school self-evaluation
* To chair and minute relevant student focussed meetings across the school as appropriate (Child in Need, Team Around the Family, Child Protection etc.)
* To quality assure annual, termly and other relevant reports provided by teachers for parents and other professionals to ensure a consistently high standard or reporting.
* To develop and maintain effective communication between students, staff, parents/carers, governors and the wider community.
* To assist in identifying advice and support for staff and families.
* To assist with all matters relating to home-school transport and to liaise with personnel in transport section of LA.
 | * To lead INSET as and when appropriate.
* To manage budget allocation to support Continued Professional Development.
* To promote professional development of all staff, devising a whole school programme of INSET in line with current school priorities.
* To act as an appraiser for class teachers and middle leaders, and other identified staff as appropriate, using Perspective to record this.
* To be responsible for overseeing the induction programmes of all new staff.
* To liaise regularly with administrative staff in monitoring student attendance; to implement school policy in order to reduce absence. Report on this to Headteacher and Governing Body.
* To ensure that class and school timetables run efficiently and that there is appropriate balance of subjects across key stages.
* To assume the lead role within child protection and safeguarding of children.
* To monitor web presence including social media and virtual learning.
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1. **Management of Teaching and Learning**

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| **Responsibilities working alongside Headteacher and SLT** | **Specific Responsibility** |
| * To ensure effective long, medium and short-term planning of the school curriculum.
* To ensure that the planning and delivery of the curriculum is tightly focused and tailored to meet the individual needs of students.
* To assume a shared responsibility for assessment, recording and reporting of student progress, both quantitative and qualitative, ensuring progression.
* To share responsibility for all monitoring and quality assurance activity and play an integral role in ensuring standards remain high.
* To promote effective collaboration between staff to ensure coherent planning, consistency of educational opportunities for students and high standards of teaching and learning.
 | * To undertake a teaching commitment as appropriate to promote excellent classroom practice and sustain curriculum innovation.
* To offer consistent pastoral support for students and to provide expert guidance on the management of challenging behaviours.
* To lead on assessment, monitoring, recording and reporting of progress data for students across the school.
* To use SOLAR to demonstrate evidence and track progress across cohorts of learners informing school priorities and training needs.
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1. **Management of People**

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| **Responsibilities working alongside Headteacher and SLT** | **Specific Responsibility** |
| * To develop and maintain excellent working relationships with and between all staff, including multi-agency colleagues.
* To maintain a positive team ethos through effective communication and shared discussion and training.
* To promote positive links between the school, families, external agencies and the wider community.
* With other school leaders, oversee timetables, assembly and rotas to ensure the smooth operation of the school.
 | * To be responsible for day to day management of staff, including arranging cover for staff absence.
* Support staff where necessary to develop skills to improve performance if required.
* To lead and support aspects of Annual Reviews and support the SENCOs in their roles.
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