

Job title:	Head of Campus (Senior Deputy Headteacher)
Salary/Grade:	L15-L19 (£79,700 - £86,967)
School:	Mayesbrook Park School
Reports to:	Headteacher
Number of Posts Managed:	4+

Job purpose and content

Mayesbrook Park School is the Pupil Referral Unit for Barking and Dagenham. It is responsible for provision and support for learners who have been permanently excluded from school, are deemed hard-to-place, temporarily out-of-school or are at risk of exclusion.

The Deputy will report directly to the Headteacher and be responsible and accountable for the designated areas of work. Key accountabilities for the Deputy will include: -

- Work with the Headteacher and Management committee to ensure the strategic vision for the school is aspirational and evident across the whole school
- Implementation and monitoring of the Post-Ofsted Action Plan in line with the latest Ofsted inspection and framework
- Implementing and monitoring of all systems, policies and procedures
- Strategic leadership of assessment and pupil progress and related systems
- Oversight of Teaching and Learning
- Oversight of vocational programmes
- Performance Management of middle leaders
- Managing staff and resources
- Maintaining strong partnerships with other agencies
- Maintaining a positive ethos including the placement, care and support of pupils with a wide range of needs, including challenging behaviour
- Deputising for the Head Teacher in their absence - this is a professional expectation of Deputy Headteachers under the School Teachers' Pay and Conditions Document (STPCD)

Main Duties/Responsibilities

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document, which should be read in conjunction with this document. This job description is based on the National Standards of Excellence for Head Teachers (DfE 2020) which promotes excellence as standard.

Qualities and Knowledge

- To promote an environment which encompasses social and emotional aspects of learning within a restorative framework.
- Keep updated knowledge and understanding of education and school systems particularly in the Alternative Provision sector and pursue continuous professional development
- Work within a clear set of principles centered on the school vision, ably translating local and national policy into the service context
- To promote an ethos that challenges and encourages higher achievement for all
- To maintain high morale and confidence and set an example of professional standards and leadership
- To maintain a high standard of behaviour throughout the centre

Leadership and Supporting Learners and Staff

- To ensure the highest standards of achievement for all learners with wide-ranging abilities and needs through high expectations and curriculums designed to challenge and stimulate
- Secure excellent teaching through an analytical understanding of how learners learn and the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and learners' well-being
- Establish an educational culture of sharing best practice across the school, drawing on and conducting relevant research and robust data analysis
- Hold all staff you are responsible for to account for their professional conduct and practice
- To support the implementation of the SEN Code of Practice and the Disability Discrimination Act to successfully identify and make provision for the specific needs of learners

Systems and Process

- Support the Head Teacher to ensure that the systems are consistent, efficient and fit for purpose
- Support the Head Teacher to provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behavior
- Support the wellbeing policy of the school for both learners and adults
- To take responsibility for specific sections of the improvement plan which identifies priorities and targets for ensuring that pupils achieve high standards and make progress, increasing teachers' effectiveness and securing school improvement

Self-improving schools

- Support the drive to create an outward-facing school which works with other schools and organisations – in a climate of mutual challenge – to champion best practice and secure excellent achievements for all pupils
- Support the Head Teacher to provide high quality training and sustained professional development for all staff

Other

- Undertake such other duties as may be required by the Head Teacher, which are commensurate with the job and grade
- At all times carry out duties with due regard to the school's Health and Safety Policy
- Work within and promote the school's Equal Opportunities Policies

Review of Job Descriptions

Job description will be reviewed annually and may be changed after the appropriate consultation

Appraisals

Appraisal, which will be undertaken by the post-holder's line manager, will be based on reviewing performance against the job description

Customer Care

- Provide services that are fair and accessible to all, challenging existing practices that support the traditional culture and promote the Customer First proposition across the Council

General Accountabilities and Responsibilities

- Ensure compliance with appropriate legislation, Council Policies, the Council Constitution, Financial Rules, Employees Code of Conduct and other requirements of the Council
- Promote the development of a high quality individual need led service, to comply at all times with the Council's policies and procedures, particularly those regarding Data Protection, Equalities and Diversity and Health and Safety.
- Ensure compliance with and actively promote the Council's Equalities and Diversity policies and strategies.
- Ensure compliance with and actively promote Health and Safety at work legislation, Council and Service H&S policies and procedures.
- Comply with the competencies and standard requisites agreed by the Council as relevant to your post.
- Take responsibility for continuing self-development and participate in training and development activities.
- Comply with the General Data Protection Regulation and Data Protection Act 2018 (DPA 2018) (all employees of the Council will not disclose or make use of, for their private advantage, any information held on manual or computer records, which are not available to the public, however acquired).

Note

The above mentioned duties are neither exclusive nor exhaustive and the postholder may be called upon to carry out such other appropriate duties as may be required by the Line Manager within the grading level of the post and the competence of the postholder.

Statutory Requirements

This post carries a requirement to have an enhanced Criminal Records check. This post is exempt from the Rehabilitation of Offenders Act 1974 and a comprehensive screening process, including a Disclosure Check, will be undertaken on all applicants