JOB DESCRIPTION

Job title: Deputy Headteacher
Reporting to: Headteacher
Hours: Full time
Salary: L19 – L23

MISSION
To enable all young people to have the skills, knowledge and experiences to lead meaningful and enjoyable lives, and optimise lifelong opportunities.

VISION
We will have an enhanced recognition as a **centre for excellent practice** of autism, training and supporting others.
We will be **integrating with the wider community** to enhance lifelong learning for students with autism both locally and beyond.

Main purpose of the job

- Carry out the duties of this post in line with the remit outlined in the current *School Teachers' Pay and Conditions Document* including the conditions of employment for deputy headteachers and the school's own policy
- Under the overall direction of the headteacher play a lead role in:
    - formulating the aims and objectives of the school and establishing the policies through which they are to be achieved for teaching and learning
    - being responsible for the standards and curriculum of all pupils including the monitoring of progress towards pupil targets
    - proactively managing staff and resources
    - ensure that data is used to drive achievement, ensuring it is used effectively to challenge expectations to raise attainment
- Take shared responsibility for the school in the absence of the headteacher, with the Deputy Headteacher (Primary) following an agreed system
- Lead in raising the quality of teaching and learning across Secondary and Post 16 sites and contribute across the school
- Lead in modelling and demonstrating outstanding teaching
- Lead in the dissemination of national curriculum and assessment trends, planning and enabling school based initiatives as required
- Lead in working with the TLR postholders to monitor standards and progress of pupils, holding staff to account as appropriate
- Carry out the professional duties of a teacher as required
- Take responsibility for child protection issues as appropriate
- Take responsibility for promoting and safeguarding the welfare of children within the school

DUTIES AND RESPONSIBILITIES

Shaping the future

- In partnership with the headteacher and governors establish and implement an ambitious vision and ethos for the future of the school
- Play a leading role in the school improvement and school self-evaluation planning process
- In partnership with the headteacher, manage school resources
- Devise, implement and monitor action plans and other policy developments
- Lead by example to motivate and work with others
- Lead by example when implementing and managing change initiatives
- Promote a culture of inclusion within the school community where all views are valued and taken into account

Leading teaching and learning

- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community
- Lead the development and review of all aspects of the curriculum including planning, recording and reporting, assessment for learning and the development of a creative and appropriate curriculum for all pupils
- Work with the headteacher to raise standards through staff appraisal
- Lead the development and delivery of training and support for staff
- Work in partnership with the headteacher in managing the school through strategic planning and the formulation of policy and delivery of strategy, ensuring management decisions are implemented
- With the headteacher, lead the processes involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school, including lesson observations, work scrutiny, pupil interviews and scrutiny of planning to ensure consistency and quality
- Ensure the systematic teaching of basic skills and recording of impact is consistently high across the school and providing appropriate support where necessary
- Develop and review systems to ensure robust evaluation of school performance, progress data and implementing actions to secure improvements comparable to appropriate national standards
- Ensure through leading by example the active involvement of pupils and staff in their own learning

Developing self and others

- Support the development of collaborative approaches to learning within the school and beyond
- Organise and support the induction of staff new to the school and those being trained within the school
- Act as an induction co-ordinator for NQTs and have responsibility for students on teaching practice and those undertaking work experience, as appropriate
- Participate as required in the selection and appointment of teaching and support staff, including overseeing the work of supply staff, trainees and volunteers in the school
- Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn
- Take responsibility and accountability for identified areas of leadership, including statistical analysis of pupil groups, progress data and target setting
- Work with the headteacher to deliver an appropriate programme of professional development for all staff including quality coaching and mentoring, in line with the school improvement plan and performance management
- Lead the annual appraisal process for all identified support and teaching staff

Managing the organisation

- Lead regular reviews of all school systems to ensure statutory requirements are being met and improved on where appropriate
- Ensure the effective dissemination of information, the maintenance of and ongoing improvements to agreed systems for internal communication
- Working with the headteacher, undertake key activities related to professional, personnel/HR issues as appropriate
- Manage HR and other leadership processes as appropriate e.g. sickness absence and disciplinary or capability investigations and hearings as appropriate
- Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school
- Be a proactive and effective member of the senior leadership team
- Ensure the day-to-day effective organisation and running of the school including the deployment of staff as appropriate
- To undertake any professional duties, reasonably delegated by the headteacher

Securing accountability

- Lead and support the staff and governing body in fulfilling their responsibilities with regard to the school's performance and standards
- Support the headteacher in reporting the school's performance to its community and partners
- Promote and protect the health and safety of pupils and staff

- Take responsibility for promoting and safeguarding the welfare of children within the school

Strengthening community
- Work with the headteacher in developing the policies and practice, which promote inclusion, equality and the extended services that the school offers
- Develop and maintain contact with all specialist support services as appropriate
- Promote the positive involvement of parents and carers in school life
- Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties
- Strengthen partnership and community working
- Promote positive relationships and work with colleagues in other schools and external agencies

Exercise of particular duties
Perform any reasonable duties as requested by the headteacher

All staff at Uffculme:
1. have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
2. ensure their tasks are carried out with due regard to Health and Safety
3. participate in appropriate professional development including adhering to the principle of performance management.
4. adhere to the ethos of the school
5. promote the agreed vision and aims of the school
6. set an example of personal integrity and professionalism
7. attend appropriate staff meetings and parents evenings across all three sites
8. carry out any other duties as commensurate within the grade in order to ensure the smooth running of the school

Signed by role holder: Date:

PERSON SPECIFICATION

Qualifications & Training
• Qualified teacher status • Degree • Evidence of continuing and recent professional development relevant to the post
Knowledge & Understanding
• Understanding of the school's vision for our young people and a commitment to implementing this • Current theory and best practice in teaching and learning for pupils with a range of complex needs, as well as typical development in children and young people • Effective leadership and management in relation to raising pupils' achievement and school improvement • The importance of the culture and ethos of a school in securing consistent best practise and of strategies for improving these • The importance of developing individual children and young people's communication through a variety of evidence based methods. • How opportunities can be made to enrich and enhance the curriculum to address the needs of all pupils • The role of parents and the community in school improvement and how this can be promoted and developed • Commitment to the protection and safeguarding of children including an understanding of child protection issues and procedures • Understanding of Equality of Opportunity issues and how they can be addressed in schools
Experience
• Recent, significant and successful experience as a teacher working with pupils with Special Needs ideally in a Special School setting • A proven track record of raising attainment • Significant and successful experience of leading aspects of the curriculum at whole school level • Experience of contributing to school improvement, as a member of a leadership team • Experience of supporting/mentoring colleagues in order to secure school improvement • Successful experience of improving the quality of teaching and learning, through processes of monitoring and support • Experience of managing and using pupil attainment and tracking data bases • Experience of developing and leading staff development programmes for teachers and other staff • Experience of initiating and implementing strategies to improve parental involvement in their children's learning
Aptitude & skills
• Be an excellent teacher • Able to promote an ethos of 'continual improvement' within the school community and other schools • Demonstrate leadership qualities, including energy, emotional resilience and the ability to enthuse and motivate others • Able to articulate a clear vision for high quality education in an inner-city context • Have a good personal presence, good communication skills and a sense of humour • Able to communicate clearly both orally and in writing with a diverse range of audiences, including children, parents and carers, governors, staff and outside agencies • Relate well to children and be responsive to their needs • Able to develop and maintain effective relationships with all members of the school community and outside agencies • Approachable, accessible and flexible, including flexibility to extend working hours where required

- Able to work effectively under pressure, to prioritise appropriately and to meet deadlines
- Good analytical skills, able to synthesise complex information, summarise, draw appropriate conclusions and make decisions
- Able to understand, interpret and present school performance and financial data
- Able to effectively use ICT to communicate and understand and present data