



JOB DESCRIPTION - DEPUTY HEADTEACHER

Main purpose of the post

- To ensure the vision for the school is clearly articulated, shared and understood and acted upon effectively by all
- To work with the Head teacher and as a member of the SLT ensure a high standard of education provision for pupils and assist the Head teacher to support the Governing Body in fulfilling its responsibilities in accordance with national legislation
- To assist the Head teacher in the efficient running of the school by developing and maintaining effective whole school systems, practices and procedures to create an organisational culture which is embedded in the school's values.
- To assist the Head teacher in ensuring that there is consistency of teaching, continuity in context and skills, and high standards of learning and pastoral care throughout the school.
- To help, support and encourage all teaching and non-teaching staff in school, promoting and developing an effective internal communication system.
- To work alongside the Head teacher to maintain and develop effective school self-review and improvement planning processes.
- To deputise for the Head teacher in her absence and to assist in the overall management of the School.
- To be an excellent practitioner and lead by example at all times by demonstrating consistent high standards of personal and professional conduct, acting within the statutory frameworks which set out their professional duties and responsibilities.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.
- To work with colleagues within the leadership team to monitor children's progress and attainment and continue to raise standards.
- To lead by example making a positive contribution to the wider life and ethos of the school
- To develop effective professional relationships with colleagues.
- To support the whole recruitment process of new staff for the school.

Leading – specific responsibilities for leadership in the School

- To share with the Head teacher and Governors the management and running of the School by helping to produce clear aims, effective policies and strategic planning.
- To share with the Head teacher the responsibility for ensuring that the school's aims and objectives are achieved and support the Head teacher in developing and maintaining high morale and confidence amongst all staff and to set an example of high professional standards and leadership.
- To motivate and work with others to create a shared culture and a positive climate that reflects the vision of the school.
- To be responsible for the performance appraisals of an identified group of staff (teachers, support and admin staff) across the school setting clear objectives and targets.
- To demonstrate an ambitious vision for the school and strive for high expectations for every pupil by setting high standards and leading by example in all areas of work.
- To constantly evaluate the strengths and weaknesses in the school and use the findings to actively promote improvement, contributing to the school's self Evaluation and Improvement Document.

- To develop leadership capacity through CPD and work effectively at all times with the Head teacher, governing body, parents, members of staff and other schools as representative of the SLT
- To work together in the SLT to effectively develop strategies and promote and sustain an effective leadership model that is focused on the rigorous implementation of improvement plans
- To ensure that a consistent approach to policies and procedures is adhered to.
- To assist with the selection and appointment of staff to the school and coordinate the appointments of ECTs and students and subsequently assist with induction and professional development.
- To support the effective deployment of teaching and support staff (including absence cover), financial and physical resources within the school to support the delivery of the curriculum.
- To co-ordinate the staff CPD annual calendar and ensure it supports the school priorities, ethos and development plan.
- To produce the school timetable.
- To have responsibility with the Headteacher for the discipline, behaviour and welfare of all pupils.
- To share with the Headteacher the responsibility for Child Protection and safeguarding in school by being a member of the Safeguarding team in a Deputy DSL role.
- To be the designated Looked After Children Teacher and complete the students PEPs and attend associated LAC meetings.
- To be responsible for the curriculum and teaching within the school, working with members of the Senior Leadership and Associate Leadership Team to ensure a wide and varied curriculum is offered to all students.
- To be responsible for inclusion within the school by ensuring that the needs and priorities for individuals are widely disseminated and supported.
- To work collaboratively with other special schools and mainstream partners.
- To work with identified senior staff to facilitate multi agency working in school including overview of the school's SLAs.
- To attend identified Governing Body meetings and any relevant sub committee meetings, reporting on curriculum and achievement.
- To support the Headteacher with placement requests for the school.

Teaching and Learning - specific responsibilities

- To assist with development of good practice in teaching and learning methods and consistently provide high standard teaching and curriculum planning to extend and build pupils' knowledge.
- To assist in the monitoring and evaluation of standards of teaching and learning in school, taking action to ensure that the standards are consistent with the aims and objectives and the mission of the school.
- To work alongside the Head teacher and SLT to devise and implement strategies to remove barriers to learning and enable all pupils to have full access to a broad and balanced curriculum.
- To work with teachers to provide high quality learning setting high expectations and establishing a stimulating environment for pupils.

- To work with the Head teacher and SLT to ensure pupils' behaviour is managed effectively to create a good and safe learning environment and establish a framework for discipline with a range of strategies.
 - To plan and prepare work for the short, medium and long term.
 - To assess, record and report on the development progress and attainment of pupils and maintain effective records and assessments to ensure pupil progression.
 - To maintain good order and discipline among pupils with particular reference to health & safety.
 - To communicate and consult with parents/carers and other relevant bodies applicable to the role.
 - To carry out the duties of a subject teacher for up to 20% of the timetable.
-

General

- To understand the needs of pupils with ASC and how this can impact on their educational needs.
- To assist the Head teacher in establishing a positive school ethos to ensure that the school is an inclusive learning community.
- To provide leadership and give practical support and encouragement to teaching and non-teaching staff and provide assistance to staff seeking clarification of difficult issues.
- To understand and know how to use local comparative and school data to set clear targets for children's achievement.
- To understand how children's learning is affected by their physical, intellectual, emotional and social development.
- To undertake any professional duty which may be delegated by the Head teacher.

This job description is not exhaustive and the job holder may be asked to undertake duties that are commensurate with the level and grade of the role.