

Job Description

Job title	Deputy Head teacher	Job family	Education
Reporting to	Head Teacher	Job code	
Location		Evaluation Date	

Job Purpose

"Make a Difference to Young People"

The post holder will be required to deputise and undertake overall responsibility for the school in the absence of the Head teacher. They will be required to ensure they lead the school and staff in implementing the schools vision and ethos and communicate this with all stakeholders. They will support the Head teacher with the leadership of the school and provide quality assurance for all school activities.

Key focus on:

- Safety
- Providing a quality service to the young people
- Employee engagement
- Safe recruitment
- Supporting the development and learning of employees in the team
- Ensuring that the service is financially sustainable including by safely supporting new referrals into the service and managing costs appropriately

Responsibilities

- To work with the Headteacher to ensure that the aims, values and objectives of the school are achieved through an accurate and effective self-evaluation and development plan;
- To support, manage ns where required lead the schools senior leadership team to review matters including school practice, policy, organisation and development;
- To support all staff in ensuring and promoting the wellbeing of the staff team;
- To ensure that the school meets the required standards for safe guarding its pupils;
- To support the effective implementation of the schools staff appraisal structures;
- Ensuring that accurate reporting is made available as required for all stake holders, including parents / carers and governors;
- Monitor the quality of learning and progress made ensuring learners are able to access outstanding educational opportunities;
- Undertake other reasonable roles, as directed by the Head teacher;

ROLES AND REPSONISBILITIES MAY VARY IF THE SCHOOL SITE ASSIGNS PARTICULAR FOCUS AREAS AND RESPONSIBILITIES (CURRICULUM / BEHAVIOUR / T,L&A...)

Knowledge / Education / Skills

Knowledge

- An awareness and understanding of the local and national educational policies impacting upon the school;
- An awareness and understanding of the needs of those pupils with specific Special Educational Needs (SEN);

Education

- Experience of working with pupils with SEN;
- Significant experience of school management and leadership;

Skills

- Excellent communication skills;
- Emotional resilience;
- Ability to effectively use ICT;
- Ability to work strategically to meet a changing educational environment;
- Ability to work as a member of a team and on their own initiative;

Experience

- Experience of working with pupils with complex and varied Special Educational Needs;
- Experience of school leadership including whole school accountability;
- Is an outstanding classroom practitioner;

Communication

The post holder is required to have effective written, verbal and non-verbal communication skills, with an ability to adapt their style as appropriate to the environment they are communicating in.

Responsibility

Employees

- Line manage staff members through the schools staff appraisal procedures;
- Support the management of staff well-being within the school environment;
- Support and implement staff development opportunities across the school;

- To ensure staff are effectively deployed to meet the needs of the school and pupils;

Budgets & Equipment

- Support the Head Teacher in holding the school budgets ensuring value for Money;
- Support and provide overview of internal school budgets held by staff ensuring they remain within agreed limits;
- Support the staff team in ensuring that the school has the correct resources to enable outstanding progress to be made in all curriculum areas;

Information

- Ensure that clear internal communications are clear and concise enabling all staff to be aware of the schools policies and ethos;
- Support staff in collating and reporting on school outcomes in a clear, effective and concise manner;
- Ensure that all stake holders are regularly informed of the schools performance through agreed communication procedures;
- Ensure the school upholds the highest standards in relation to safeguarding and the sensitive information held in relation to these concerns.

Designated Safeguarding Lead

As part of your responsibilities, you may be nominated to be the Designated Safeguarding Lead for your service or a number of services. If that is the case, you will be aware of that already and for completeness the attached "Responsibility Framework for Designated Safeguarding Leads" will form part of the duties and responsibilities in your Job Description.

Working Environment

- Potential to experience aggressive and threatening behaviours;
- Potential need for use Physical intervention, in line with duty of care expectations;
- Physically demanding environment – standing for long periods;
- Potential for occasional lone working;

Upholding the Company Behaviours	
Demonstrate in this section how the role will evidence and support the Company Behaviours	
Behaviour	Responsibility to evidence
Putting People First	Management <ul style="list-style-type: none"> Analytical Delivers a compliant and quality driven service Solution focussed Risk aware Innovative Engaged Willing to Learn
Being a Family	Leadership <ul style="list-style-type: none"> Motivational Accountable Outcomes driven Inspirational Takes Ownership
Acting with Integrity	Values <ul style="list-style-type: none"> Respect Awareness of Culture Trust Belief Expectation Openness
Being Positive	Emotional <ul style="list-style-type: none"> Resilient Empathetic Reflective Confident Self Aware Determined
Striving for Excellence	Vision <ul style="list-style-type: none"> Aspires to excellence Desires continuous improvement Clarity of thought and expression Focussed Aspirational Is clear about and can communicate the "vision" Wants to leave a legacy Committed to excellence

Please note that you may be expected to undertake other duties and responsibilities as appropriate to your role.