



JOB DESCRIPTION – DEPUTY HEADTEACHER

- To take responsibility for the professional duties of the Head Teacher as set out in the current Teachers Pay and Conditions document in the absence of the Head Teacher
- The ability to converse at ease with customers and service users and provide advice in accurate spoken English is an essential requirement of this post.

Safeguarding Team DDSL

- To undertake the role of DDSL and all that this entails
- To work with the DSL and within the Safeguarding Team to promote and support the safety and wellbeing of all pupils
- To liaise directly with families and professionals in matters related to safeguarding and child protection, including attendance chairing of relevant meetings

Cared4Pupils

- To be the Designated Lead for children who are Cared 4 (Looked After), managing individual budgets, resources and leading meetings related to Personal Education Plans (PEPs)

Attendance (pupils)

- To analyse current attendance data and work with families and professional agencies to ensure the highest possible rate of pupil attendance

Senior Leadership Team

- To make explicit to everyone the school's high expectation that all children can progress, promote the school's ethos of celebrating achievement, engaging all children in recognising their skills, abilities and progress and sharing this with families and the wider community
- To work collaboratively within the SLT, contributing to, reflecting on and implementing the decisions made
- To communicate with the wider staff team in an appropriate way, recognising different viewpoints and supporting staff through any necessary changes

Role model and support for teaching and learning, behaviour and family support,

- To lead, motivate, support, challenge and develop staff through your own good practice (previous and present)
- To support pupils and staff by undertaking elements of classroom teaching as staffing levels and unplanned situations may require

Monitoring of teaching and learning

- To develop and effectively implement a range of monitoring procedures throughout the school year, working with other members of the senior team
- To advise and support staff in developing and maintaining excellent practice in all aspects of teaching

Appraisal

- To undertake Annual Teacher Appraisals within the school cycle.
- To monitor, support, guide and advise staff in order to maintain continuous improvement in teaching and learning

School Improvement

- To work in partnership with the SLT and Class based staff to develop policies to promote the school's values, aims and objectives
- Through carefully considered implementation and monitoring, to ensure continuity, consistency and good teaching and learning throughout the school
- To respond to the changing needs of the school through self-evaluation and the implementation and development of new approaches

Curriculum Development, training and resources

- To work with school staff to enhance and develop the school curriculum
- To be forward thinking, interested and informed about recent Curriculum development in the Special School setting
- To pursue and extend professional knowledge and expertise through attending relevant training and development
- To deliver training and inspire and motivate others
- To work with the Headteacher to plan for, allocate, review and evaluate school spending linked to resources, including the Sports Premium and Pupil Premium Grants

To contribute to the development and effectiveness of the school's spiritual, moral, social, physical and cultural approach.

- To lead assemblies and acts of worship with classes, groups and the whole school
- To support others in undertaking these tasks, providing encouragement, guidance and feedback
- To plan for, organise and evaluate key events during the school year

Staff Appointments

- To participate in, lead and support in the selection of teaching and support staff in school, attending the required training and upholding school values in the decision making process

Assessment

- To work collaboratively with all staff to develop and use Assessment, Recording and Reporting to support and promote pupil progress

EHCP chairing and monitoring

- To Chair EHCP Review meetings, engaging well with families pupils, and professionals
- To monitor the quality of EHCP reporting and efficiently update EHCP plans as required, including writing new Outcomes.

Positive and proactive relationships with staff, governors, families and professionals

- To ensure effective communication and throughout school
- To develop links with the local and wider community, building on these to enhance and enrich school provision

- To liaise directly with families, promoting, and maintaining effective partnerships, and ensuring that these have a positive impact on pupil achievement, confidence and wellbeing

Multi-Agency and Community Liaison (health and training)

- To liaise with professionals from all health and care agencies as the key contact, maintaining a comprehensive overview of health-related provision for all pupils
- To manage referrals to health and care agencies in response to the needs of pupils and their families
- To organise initial and follow up health and care related training for staff and monitor the effectiveness of these, supporting staff in the delivery of medication and ensuring that appropriate health and care related resources are in place

School admissions

- To warmly welcome all those who visit our school, providing information to prospective pupils and their families and participating in the transition process for children moving to Newlands

Website

- To ensure that the school website meets statutory requirements, responding promptly to these as they are updated
- To monitor the quality of information added to the website by school staff
- To inspire further development of the school website, including information to support parents and families