



Job Description: Deputy Head Teacher

Job Title: Deputy Headteacher (Teaching and Learning, Curriculum Assessment)

Salary: Leadership Scale 19 - 23

Hours: Full Time

Contract: Permanent

Reporting to: Head Teacher

Summary

To work with the Headteacher in all aspects of leadership and management and to take responsibility for managing and developing teaching and learning across the school.

To take a central role in assisting the Headteacher and Governing Body to develop our school in accordance with its shared values and our school development plans, procedures, policies and distinctive approaches. Uphold the school's vision, mission and core values at all times.

To fulfil the role of Leader of Teaching and Learning, Assessment and Monitoring who will, together with the senior leadership team, work to ensure all pupils reach their fullest potential through a rich and varied curriculum and effective assessment practices.

Main Duties and Responsibilities

- Support the Head Teacher in developing and evaluating school development priorities in partnership with pupils, staff, governors, parents/carers and other agencies.
- Make strategic evaluation of teaching, learning and assessment resources, standards and personnel.
- Contribute effectively as a member of the Senior Leadership Team.
- Contribute to leadership and management decisions on aspects of policy, development and organisation.
- Write a School Development Plan for agreed areas/priorities.
- Advise the Headteacher of progress towards School Development areas/priorities.
- Ensure the implementation of a broad and balanced curriculum across all pathways and key stages in line with national guidance.
- Oversee and monitor outreach education across the school. Ensure half termly reviews are completed.

- Identify resources needed to meet the needs of pupils and advise the Headteacher of priorities for expenditure.
- Liaise closely with other leaders and managers to ensure continuity and progression across the phases.
- Foster the development of a positive and supportive ethos for academic and social learning.
- Display a high standard of professional behaviour and integrity at all times.
- Liaise with the Governors, including providing termly curriculum reports, to facilitate their overview of school management.
- Take shared responsibility for the pastoral care of pupils in the school, including involvement in transport/ transport duties and lunchtime duties, when necessary.
- Oversee aspects of the school's organisation and management, including preparing agendas and chairing meetings, in order to ensure that school policies and practices are being delivered.
- Attend weekly SLT meetings and report back to staff when necessary.
- Keep up to date with curriculum developments in the fields of special education.
- Assume responsibility when needed for the management of the school in the absence of the Headteacher.
- Undertake all other duties commensurate with the role.

Safeguarding and Vulnerable Pupils

- Act as Deputy Designated Safeguarding Lead for school, ensuring all staff have the necessary training and understanding as part of a planned cycle of CPD and monitoring
- Have strategic oversight of internet safety across school including liaison with the subject lead for Computing and ICT, Data and Network Manager.
- Take steps to prevent bullying and support victims of bullying.
- Ensure that the Headteacher is kept fully informed in relation to any individual safeguarding concerns.
- Ensure that there is a safe, secure, effective and pleasing environment for all. Along with the Headteacher, be aware of Health and Safety regulations, carry out regular risk assessments and keep the school's Health and Safety policy at all times current, under review and accessible to and used by all staff.

Staff Management

- Work with the Headteacher to ensure a robust and thorough performance management process, including target setting, mid-year reviews and evaluating evidence in line with teacher standards.
- Have overview of CPD including proactively planning for any future training needs.
- Assist in plan and developing the school yearly cycle of training, overview of school calendar and teaching and learning events and activities.
- Support all members of staff to recognise and fulfil their statutory responsibilities to all pupils.
- Play a major role in the professional development of all staff and in the management of INSET.
- Lead staff meetings and INSET days as required.

- To be the ECT tutor and fulfilling statutory requirements of this role
- Coaching, guidance, advice and mentoring of staff to enable them to fulfil their statutory duties.

Teaching and Learning, Assessment and Monitoring

- Work with the whole staff to develop a strong learning environment that has at its centre high expectations of learning, creativity, well-being, academic achievement and behaviour.
- Determine, organise and implement a diverse, flexible curriculum and implement an effective assessment framework.
- Lead on development of Evidence for Learning and developing robust frameworks for assessment.
- Complete assessment data scrutiny and provide feedback for areas of development.
- Lead on statutory requirements for assessment across the key stages.
- Lead curriculum team leaders / post-holders to ensure that the curriculum is fit for purpose, enables pupils to make maximum progress, is consistent across the school and is reviewed on a regular basis.
- Lead teachers to ensure that all assessment policies and protocols are in place and up to date.
- Liaise with the Assistant Headteachers to plan and facilitate moderation activities appropriate to each learning path way in each of the key stages.
- Ensure appropriate school representation at external moderation meetings.
- Design, develop and implement systems for the collection of useful, timely, and accurate assessment data to track the progress of individual and groups of pupils in order to inform planning, evaluate performance, track progress and secure raised achievement for pupils following all learning pathways and across all key stages.
- Be involved in the organisation, planning and delivery of assemblies in liaison with the Schools R.E lead.
- Monitor medium and short-term sequences of learning to ensure that individual needs are being met in line with the school's vision for year 14 outcomes.
- Monitor implementation of individual Education Health and Care Plans including in line with the school's core offer, ensuring the Headteacher is made aware of pupils requiring enhanced or specialist provision.

Total Communication

- Establish creative, responsive and effective approaches to learning and teaching and ensure a culture and ethos of challenge and support where all pupils can have a voice, achieve success and become highly engaged in their own learning.
- Provide leadership in the development and implementation of Total Communication strategies.
- Assist in devising and implementing individualised strategies for pupils with communication difficulties
- Devise and implement strategies related to good practice related to total communication.
- Ensure that targets are met and impact assessments written.
- Liaise directly with SpLTs

- Prepare impact documents for the leadership team
- Lead meetings relevant to Total communication with appropriate colleagues

Partners and the Wider School Community

- Act as a link with the wider community.
- Liaise with our partnership and local schools and other service providers including extended service providers and community resources to enrich and expand our provision and secure partnerships, collaborations, enrichment opportunities and expertise which bring benefits to all pupils and our school community.
- Seek opportunities to invite parents, community figures, businesses or other organisations into the school to enhance and enrich the school and its value to the wider community. Contribute to the development of the education system by sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- Contribute to the development of a curriculum which provides pupils with opportunities to enhance their learning within the wider community; to achieve economic well-being and to make an active contribution.
- Co-ordinate and oversee the organisation of school visits and extra-curricular activities. EVC training.
- Take an active role in the wider aspects of school life.
- Update the school's website and social media pages as necessary.

Person Specification: Deputy Head Teacher (Curriculum and Assessment)

	Criteria
Attainment and Experience	Qualified Teacher Status
	Recent, relevant professional development
	Leadership and management experience including safeguarding, supporting vulnerable pupils
	Successful and relevant teaching experience of pupils with SEND
	Successful experience of developing the curriculum for pupils with complex needs
Shaping the Future Knowledge of:	Local, national and global trends in special education
	Strategically building, communicating and implementing a shared vision for a school
	Strategic planning in a school context
	How to creatively lead changes through innovation and empowering others to carry the vision forward
	New technologies to improve the quality and effectiveness of special education
	Effective strategies for communicating both within and beyond the school
Leading Teaching and Learning Knowledge of:	Using research in adopting principles and models of best practice in teaching for learning all pupils
	Effective curriculum models for ensuring positive outcomes for pupils with complex needs
	How to best use the environment (including school visits) to enhance teaching and learning opportunities
	Strategies for assessing and monitoring provision, implementation and individualised pupil outcomes
	Using emerging technologies to support teaching and learning
Developing Self and Working with Others Commitment and ability to:	Develop interpersonal relationships, adult learning and models of continuing professional development (CPD)
	Promote individual and team development to sustain a learning community that impacts on school improvement
	Share leadership and accountability for goals and standards aiming to achieve the school vision
	Manage change, conflict and empower individuals and teams
	Collaborate and network with others within and beyond the school
	Give and receive effective feedback and act to improve personal performance
	Accept support from others including colleagues, governors and external agencies
Managing the Organisation Commitment and ability to:	Apply principles and strategies of school development
	Plan and manage projects for implementing change
	Create policies, through informed decision-making, consultation and review
	Implement good practice in performance management
	Understanding legal issues relating to managing a school including Child Protection procedures, Equal Opportunities, Race Relations, Disability, Human Rights and Employment legislation
	Use new and emerging technologies to enhance organisational effectiveness
	Equitably manage staff and resources
	Developing and sustaining a safe, secure and healthy school environment by understanding personnel, governance, security and access issues

	Think creatively to anticipate and solve problems
	Manage (the school) efficiently and effectively on a day-to-day basis
	Delegate management tasks and monitor their implementation
	Knowledge/training/experience in constructing a school timetable
Securing Accountability	Abide by educational frameworks, including governance and Ofsted
	Abide by public services policy and accountability frameworks, including self-evaluation and multi-agency working
Commitment and ability to:	Apply principles and practice of quality assurance systems, including (school) self-review and evaluation, performance management and stakeholder and community involvement
	Lead the team effectively and efficiently towards the academic, spiritual, moral, social, emotional and cultural development of all pupils
	Hold other relative staff members to account for pupils learning and outcomes
Strengthening Community	Demonstrate political insight and anticipate trends that impact on the school community
Commitment and ability to:	Utilise rich and diverse resources within local communities – home, human, physical, business, other schools, other agencies

Safeguarding Children: Safer Recruitment and Selection

In addition to the candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with children with complex needs including behaviours that challenge

Old Park School is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. An enhanced Child and Adult DBS will be required for this position within school. It is a criminal offence to apply for and undertake a position for which you are barred from doing so and any such instance will be reported to the police and the Disclosure and Barring Service.