

## JOB DESCRIPTION

<b>Job Title:</b>	Deputy Headteacher	<b>Service Area:</b>	Northern Counties School
<b>Responsible To:</b>	Head Teacher	<b>Salary:</b>	L12 – L15

### JOB PURPOSE

To work under the reasonable direction of the Head of School to support with the day-to-day management of the school. May be required to teach throughout the school as required.

### MAIN DUTIES

- 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, therapy and care throughout the school.
- 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 his 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 and stakeholders.

### 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, ensuring that a thorough understanding of the school's performance, staff and pupils' skills and attributes are present
- 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 lead on Health & Safety in school. Including representing the school at Health & Safety meetings and ensure that any Health & Safety audit actions are resolved within appropriate timescales.
- To work closely with other leaders to ensure effective transition across key stages.
- To assist with the selection and appointment of staff to the school and coordinate the appointments of NQTs and students and subsequently assist with induction and professional development.
- To chair annual review meetings and to take a role in resolving disputes with parents/LA.

### **Teaching and Learning - specific responsibilities**

- To lead 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 lead 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 advise teaching staff in planning and implementation of long and medium term plans across the curriculum.
- 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 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 provide pastoral care, guidance and advice to pupils as appropriate.
- To lead and participate in meetings covering school and pupil activities and attend and lead assemblies.
- To communicate and consult with parents/carers and other relevant bodies applicable to the role.

- To cover for staff absence in the classroom, if required.
- To ensure the curriculum, is broad, balanced and fit for purpose, for all pupils at all stages.

### **General**

- To understand the needs of pupils with SEND 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 how children's learning is affected by their physical, cognitive, 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.

## **ORGANISATIONAL STANDARDS**

### **Professional duties**

The Percy Hedley Foundation operates in a demanding and often changing environment. Members of staff must be flexible, adaptable, willing to face up to changing circumstances and new opportunities. The following list of duties and responsibilities must therefore be taken as a guide and is not to be comprehensive:

- Participate in the review of the Foundations Policies, Procedures and Processes;
- Participate in arrangements for the performance development review process
- Participate in arrangements for further training and professional development
- Keep up to date with changes or developments within your professional area
- Fully participate in the induction and training programme provided by the Percy Hedley Foundation
- Contribute to the professional development of other staff, including the induction of new staff.

### **Discipline, Health and Safety:**

- Adhere to and promote Percy Hedley Foundation Health, Safety and Welfare policy at all times
- Purchase equipment from a recognised source
- Report all incidents and accidents to Health and Safety Officer
- Maintain a high standard of record keeping in line with Percy Hedley Foundation policies and procedures.

### **Equality and Diversity:**

- Promote equality of access to education, training and employment opportunities for disabled people, and advocate a positive attitude
- Recognise that disabled people are individuals who have specific needs
- Employ support strategies that will empower disabled people
- Show awareness of knowledge and display non-discriminatory behaviours at all times in relation to culture, race, ethnicity, disability, gender, sexuality and age
- Recognise the importance of inclusion by using appropriate means of communication at all times
- Be flexible, trying to meet the changing needs of both disabled people and environment.

### **Safeguarding:**

- Percy Hedley Foundation have adopted recruitment and selection procedures, and other Human Resource Management processes, that help deter, reject or identify people who might abuse vulnerable children/adults, or are otherwise unsuited to work with them.

-The Trustees/Governing Body are committed to promoting the welfare of children and young people/adults and staff are expected to ensure that the highest priority is given to following guidance and regulations to safeguard those in our care.

**Confidentiality:**

- Respect confidentiality. All personal information about people using the foundations services to which you have access should be treated as confidential. Information about the people's needs, progress and assessment should only be shared with the team to aid support

-Remain objective and do not favour any gender, language or culture and comply with the Percy Hedley Foundation policy.

# PERSON SPECIFICATION

## 1. QUALIFICATIONS AND TRAINING

	Essential	Desirable
Qualified teacher status	✓	
Degree	✓	
SEN OR NPQSL/H qualification		✓
Experience of working with young people with SEND		✓

## 2. LEADERSHIP EXPERIENCE

	Essential	Desirable
Proven Senior Leadership & Management Skills including proven record of accomplishment in delivering whole school initiatives	✓	
Experience of data analysis at leadership level		✓
Experience of curriculum development and school timetabling		✓
Successful experience of delivering whole school CPD	✓	
Experience of leading high performing teams		✓

## 3. PROFESSIONAL KNOWLEDGE AND UNDERSTANDING

	Essential	Desirable
Educational development of pupils	✓	
Curriculum and Assessment	✓	
Effective teaching and learning strategies for pupils with SEND		✓
Successful school improvement strategies	✓	
Knowledge and understanding of data analysis and the ability to use data to set targets for improvement		✓
Knowledge and experience of whole school curriculum development		✓

#### 4. PERSONAL SKILLS AND QUALITIES

	Essential	Desirable
Ability to effectively motivate and lead a team	✓	
Ability to work on own initiative and as part of a team	✓	
Effective written & verbal communication skills	✓	
Excellent interpersonal skills with colleagues, parents and pupils	✓	
Have a vision in education for pupils with SEND	✓	
Excellent classroom and behaviour management skills	✓	
A flexible and proactive approach to problem solving	✓	
Excellent record of attendance and punctuality	✓	
A passion for developing and enabling students to reach their full potential in all aspects of school life.	✓	
Positivity, resilience and a good sense of humour.	✓	