**DEPUTY HEAD OF CAMPUS JOB DESCRIPTION**

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| **Job Title:** | Deputy Head of Campus | | |
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| **Directorate**: | Royal Borough of Greenwich – Children’s Services | | |
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| **Location:** | Newhaven School  King’s Park Campus | **Grade: L12-14** |  |
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| **Reports to:** | Management Committee for Newhaven | | |
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| **General Duties** |

The duties in this job description are in addition to those covered by the latest School Teachers’ Pay and Conditions document as well as the generic job description that applies to all teachers at Newhaven. It may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job commensurate with the salary and job title.

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| **Main responsibilities and duties** |

**Operational/Strategic:**

* To deputise for the Head of Campus
* To fulfil the role as deputy designated safeguarding lead for the campus
* To take lead responsibility for the development and quality assurance of areas of the school which will include some of the following areas (depending on experience, skills and qualities):
* Curriculum
* Teaching and learning
* Assessment
* Behaviour
* ICT and virtual learning
* Information, Advice and Guidance
* Community
* To deputise as lead for staff briefings and debriefings and lead on cover arrangements
* To assist the head with the day to day operational leadership and management of all elements of the campus.

**Staff:**

* To work with the head to ensure the successful recruitment and continuous professional development of staff
* To have specific line management responsibilities as negotiated with the head according to experience, skills and qualities
* To participate in the appraisal process including the induction process for new staff
* To lead and manage the day to day work of staff in conjunction with the head
* To lead staff training sessions as appropriate.

**Quality Assurance:**

* To lead on the quality assurance of areas of responsibility
* With the head and other staff, to take a full part in the schools quality assurance programme and offer feedback to staff on their performance as appropriate
* To contribute regular feedback on areas of responsibility including reports as required to the management committee.

**Teaching:**

* To work to the requirements of the Newhaven King’s Park teacher’s job description.
* To undertake an appropriate programme of teaching

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| **Additional duties** |

* To lead assemblies with other staff members on a rota basis
* To attend Management Committee meetings as required
* To contribute to supervision arrangements at break and lunchtime.
* To take a lead in the organisation and running of statutory fire drills
* To share responsibility for the management of the school

This is a challenging and varied role therefore this is not an exhaustive list. You will be required to assist with any other duties of a similar level of responsibility, as required by the head of campus.

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| **Supervision & Management** |

Provide line management, supervision and support, either in person or through agreed management structures, to all school staff.

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| **Resources** |

* To deploy staff and resources effectively ensuring best value for money
* To ensure the safe and efficient use of the school and other premises utilised

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| **Working Environment** |

This post is predominantly school and classroom based but includes travel to other schools and locations both within Newhaven and in order to work with other agencies.

Attendance will be required at a range of meetings within the Local Authority and sometimes external to it.

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| **Contacts & relationships** |

The post holder will have daily contact with young people for whom appropriate communication is often extremely difficult. They will at times be rude, aggressive, sometimes violent and often challenging. The post holder needs to engage positively with our young people ensuring that they use a range of strategies to ensure a creative and child centred approach is in place at all times.

The post holder will also be in regular contact with parents and other professionals. They will be expected to develop positive, supportive relationships which also allow for appropriate challenge where necessary.

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| **Progression in Post (if applicable)** |

Progression will be governed by STP&C and by the decision of the Management Committee.

The post holder will be subject to annual performance management in line with DfE requirements and the Appraisal Policy adopted by the school’s management committee.

**DEPUTY HEAD OF CAMPUS PERSON SPECIFICATION**

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| **Qualifications/Training** | **Essential** | | | **Desirable** | | **App** | | **Int** | |
| Qualified Teacher status | ✓ | | |  | | ✓ | |  | |
| First degree or equivalent | ✓ | | |  | | ✓ | | ✓ | |
| Additional relevant qualifications/study specific to working with children with social communication needs |  | | | ✓ | | ✓ | |  | |
| Evidence of recent participation in relevant personal and professional development | ✓ | | |  | | ✓ | |  | |
| **Experience** | | | | | | | | | |
| Significant, successful experience of leadership and management at senior or HOD level | ✓ | | |  | | ✓ | | ✓ | |
| Significant, successful experience of working within key stages 2-5 with the ability to engage the hardest to reach students | ✓ | | |  | | ✓ | | ✓ | |
| Experience of deploying and line managing a variety of staff | ✓ | | |  | | ✓ | | ✓ | |
| Experience of having successfully instigated and led whole school initiatives. | ✓ | | | ✓ | | ✓ | | ✓ | |
| Experience of working with high functioning children on the ASD spectrum and with SEND preferably able to use specific interventions such as TEACHH, SPELL framework and SCERTS |  | | | ✓ | | ✓ | | ✓ | |
| An understanding of the role of the agencies within the wider spectrum of Children’s Services | ✓ | | |  | | ✓ | | ✓ | |
| Wide knowledge of teaching and learning strategies and a willingness to accept new and/or innovative ideas | ✓ | | |  | | ✓ | | ✓ | |
| The ability to analyse and interpret assessment data to ensure effective student progress, raise standards and successful student achievement | ✓ | | |  | | ✓ | | ✓ | |
| Good self-evaluation skills and a strong commitment to continuing personal and professional development | ✓ | | |  | | ✓ | | ✓ | |
| ICT skills to manage the requirements of the post with  confidence | ✓ | | |  | | ✓ | | ✓ | |
| Effective communicator, both orally and in writing to a wide range of audiences | ✓ | | |  | | ✓ | | ✓ | |
| Excellent support skills resulting in proven pupil progress | ✓ | | |  | | ✓ | | ✓ | |
| A proven ability to assess teacher performance and promote professional development of others | ✓ | | | ✓ | | ✓ | | ✓ | |
| To possess the necessary resilience to work with a challenging cohort and be reflective, flexible  and optimistic | ✓ | | |  | |  | | ✓ | |
| **Leadership and Management** | | **Essential** | **Desirable** | | **App** | | **Int** | |
| Knowledge of the current and relevant inspection frameworks for PRUs and/or Special Schools | | ✓ |  | |  | | ✓ | |
| Ability to support the Head of Campus in managing and enhancing the performance of staff | | ✓ |  | |  | | ✓ | |
| Ability to work closely with the Head of Campus in achieving the school’s aims | | ✓ |  | |  | | ✓ | |
| Ability to support effective communication between the Head of Campus and others in the School’s community | | ✓ |  | | ✓ | | ✓ | |
| Ability to support the Head of Campus and Management Committee in achieving challenging targets for the school teachers and pupils. | | ✓ |  | | ✓ | | ✓ | |
| Ability to inspire, motivate and support members of staff in a challenging learning environment, fostering positive working relationships | | ✓ |  | | ✓ | | ✓ | |
| Promote high expectations of achievement and outstanding standards of learning for all students. | | ✓ |  | | ✓ | | ✓ | |
| **Relationships, communication and working with others** | |  | | | | | | |
| To be able to develop and maintain a positive relationship with parents, agencies and other stakeholders and be ble | |  |  | | ✓ | | ✓ | |
| To be able to communicate well verbally and in writing to a range of stakeholders and other professionals | |  |  | | ✓ | |  | |
| **Promoting the welfare of children** | |  | | | | | | |
| Understanding of Child Protection and safeguarding procedures in the context of education of vulnerable students and have clarity on the measures that need to be in place to ensure student safety and well-being. | | ✓ |  | | ✓ | | ✓ | |

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| *Newhaven is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. All appointments will be subject to a satisfactory Enhanced with Barred List check through the Disclosure & Barring Service (DBS) plus additional pre-employment checks.* |