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| **HAYBROOK COLLEGE TRUST**  **JOB DESCRIPTION: Deputy Head of Millside School** | |
| **Responsible to:** | Head of Millside School |
| **Main purpose of the job :** | |
| * To carry out the duties of this post in line with the remit outlined in the current School Teachers’ Pay and Conditions Document including the conditions of employment for Headteachers and the College policies and procedures. * To work with the Head of Millside School, Executive Headteacher and the Trust Board to provide vision and strategic leadership which inspires and motivates students, staff and all other members of the school community. * To maximise outcomes for pupils with increasingly complex needs. | |
| **Responsibilities:** | |
| Under the direction of the Head of Millside School, the Deputy Head of Millside School will:   1. Deputise for the Head of Millside School whenever required and be part of the leadership team. 2. Have and promote a clear understanding of the vision, aim and ethos of Millside School, Haybrook College as a whole and an awareness of their role in the wider educational offer in Slough. 3. Play a key role in ensuring that Millside School continues to strive for sustained school improvement which will improve the life chances of Millside pupils and Haybrook College pupils as a whole. 4. Work with the Head of Millside School to create a learning culture which enables students to become effective, independent learners committed to life-long learning, raising the quality of Teaching and Learning. 5. Work with the Head of Millside School to promote a professional working ethos which serves to raise professional standards for all staff and raise outcomes for all pupils.   **Specific Duties**  To work closely with the Head of Millside School to lead on:   1. To lead on key areas of school evaluation and to contribute to the creation and evaluation of the Millside School Development Plan. 2. To lead and be responsible for the continuous improvement of the standards of teaching and learning including, liaison with the leaders of learning, learning walks and work scrutiny, and delivering high quality training which contributes to the ongoing CPD for all Millside staff. 3. Personalising individual timetables to ensure that pupils can achieve, regardless of their special educational needs 4. Data analysis of each data drop for progress and attendance, liaising with the Head of Millside School and Director of Studies regarding appropriate interventions. 5. Organising a daily programme of staff cover where needed, maintaining a record of staff absence and cover, and keeping the Head of Millside School updated each day. 6. The organisation of all internal and public examinations, liaising with the College Examinations Officer at all times 7. To take an active role in the leadership of Millside School to ensure that effective communication systems are developed and maintained which support the schools development. 8. To attend regular leadership meeting at Millside school and across the College. 9. To support with the co-ordination of placement of students on work experience.   **Additional Duties – 2018 / 19**  (These may change from year to year).   1. Line manage a number of teachers at MIllside to ensure that the School continues to set aspirational performance management targets which ensures high standards of academic progress and personal development for our students. 2. To line manage other school leaders with regards to interventions and analysis of their impact on pupils’ academic progress and personal development. 3. To support the Head of Millside School with the timetabling process and any required changes mid-year. 4. To teach a planned timetable as directed by the Head of Millside School. 5. To attend, where required, appropriate meeting related to pupils.   **General duties**   1. Be aware of and respect all children’s religious beliefs and cultures. 2. Maintain confidentiality and professional conduct at all times. 3. Support, promote and comply with decisions and policies agreed by the College Leadership Team and Board of Trustees. 4. Support the Head of Millside School and Millside senior staff to formulate the Millside School Development Plan and associated policies. 5. Actively organise and participate in activities connected with Millside School. 6. Develop effective professional working relationships with colleagues, and always maintain appropriate professional boundaries in relationships with children and work colleagues. 7. Develop own professional knowledge, skills and understanding through active participation at meetings and training. | |
| **Safeguarding Children** | |
| In accordance with the Trust’s commitment to follow and adhere to the most recent version of the Department for Education’s guidance entitled "Keeping Children Safe in Education" and “Safeguarding Children and Young People and Young Vulnerable Adults Policy” and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the Trust. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the students and the Trust.  You are also required to know and comply with most recent version DfE document ‘Guidance for Safer Working Practice for Adults who work with Children and Young People.’ You are required to have satisfactory Enhanced DBS clearance with barred list information. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the school and uphold public trust and confidence at all times. | |
| **Confidentiality** | |
| During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Haybrook College Trust, or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation and you will be required to know when or what information can be shared and in what circumstances it is appropriate to do so. | |
| **Data Protection** | |
| During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the General Data Protection Regulations 2018 and are properly applied to pupil, staff and Trust business/information. | |
| **Freedom of Information** | |
| The post holder must be aware that the public could, in theory, request any information held by the Trust, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the Trust's policies and procedures. | |
| **Smoking / Intoxicants Policy** | |
| No smoking or intoxicants are permitted in any part of the premises or grounds managed, leased or owned by Haybrook College Trust. No smoking or intoxicants are permitted in any Trust vehicles or in any vehicle parked on any Trust premises. Smoking of any product and the consumption of alcohol are strictly forbidden. | |

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| **HAYBROOK COLLEGE TRUST** | | | | | | |
| PERSON SPECIFICATION | | **Deputy Head of Millside School** | | | | |
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| Key | E= (Essential) D= (Desirable) A= (Application Form) I= (Interview process) | | | | | |
| Qualifications | | | E | D | A | I |
| 1 | Qualified Teacher status | | ✓ |  | ✓ |  |
| 2 | Additional SEN qualification | |  | ✓ | ✓ |  |
| 3 | Current driving licence | | ✓ |  | ✓ |  |
| Successful and Substantial Experience of: | | | E | D | A | I |
| 4 | Managing the learning of pupils with challenging behaviour working in either a special school or in a mainstream setting | | ✓ |  | ✓ | ✓ |
| 5 | Senior or Middle Management within a school’s Leadership Team for at least 3 years | | ✓ |  | ✓ | ✓ |
| 6 | Challenging underperformance at all levels and ensure effective corrective action and follow up | | ✓ |  | ✓ |  |
| 7 | Working collaboratively with a range of schools in a locality | |  | ✓ | ✓ | ✓ |
| 8 | Working effectively in partnership with parents, carers and outside agencies | | ✓ |  | ✓ | ✓ |
| 9 | Leading and managing strategic change within a school setting | | ✓ |  | ✓ | ✓ |
| Knowledge and Understanding  Able to evidence and apply up to date secure knowledge and understanding of: | | | E | D | A | I |
| 10 | Recent education and SEND developments, initiatives, legislation and how they may impact on Millside School and Haybrook College | | ✓ |  | ✓ |  |
| 11 | School evaluation and school development planning to secure effective teaching and learning and raising standards | | ✓ |  | ✓ |  |
| 12 | A range of effective teaching methods with students with challenging behaviour | | ✓ |  | ✓ |  |
| 13 | ‘Working together to safeguard children’ | | ✓ |  | ✓ |  |
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| Skills | | | E | D | A | I |
| 14 | Working on own initiative and prioritising workload, anticipating and meeting deadlines around Millside School priorities and timescales and to manage a complex workload | | ✓ |  | ✓ | ✓ |
| 15 | Working closely with the Head of Millside School to lead on the strategic direction and development of the school | | ✓ |  | ✓ |  |
| 16 | Communicating clearly, calmly and professionally in the English language, both verbally and in writing with all children or adults | | ✓ |  | ✓ | ✓ |
| 17 | Responding to a wide range of complex queries and use high level decision making skills and able to solve problems analytically | | ✓ |  | ✓ |  |
| 18 | Dealing with a variety of challenging clients in a calm and professional manner and to successfully build constructive relationships with colleagues, parents, other educational establishments and external agencies | | ✓ |  | ✓ | ✓ |
| 19 | Presenting information and contributing effectively at meetings | | ✓ |  | ✓ |  |
| 20 | Demonstrating enthusiasm, initiative and commitment to ensure that good practise is embedded across Millside School. | | ✓ |  | ✓ | ✓ |
| Leadership and Management Skills | | | E | D | A | I |
| 21 | Able to efficiently lead, manage and motivate a team including organisation and supervision of day to day work and performance management and be skilled at relationship management | | ✓ |  | ✓ |  |
| 22 | Ability to analyse and interpret data in order to inform school improvement | | ✓ |  | ✓ |  |
| 23 | Understanding of budget/financial management within a special school setting. | |  | ✓ | ✓ |  |
| 24 | Able to respond to a wide range of complex queries and use high level decision making skills and able to solve problems analytically | | ✓ |  | ✓ |  |
| Personal Attributes  Able to consistently demonstrate evidence of: | | | E | D | A | I |
| 25 | Consistently demonstrating the behaviours expected by virtue of being a person in a position of trust | | ✓ |  | ✓ | ✓ |
| 26 | Being able to show resilience and maintain a sense of humour and proportion within a challenging environment | | ✓ |  |  | ✓ |
| 27 | Reliability and integrity | | ✓ |  |  | ✓ |
| 28 | Being committed to maintaining a healthy work life balance for oneself and that of others | | ✓ |  |  | ✓ |
| 29 | A genuine concern to secure the educational progress of pupils irrespective of their ability, or ethnic, cultural or social background | | ✓ |  | ✓ |  |
| 30 | Being suitable to work with children and able to always maintain appropriate professional boundaries between oneself and children and other work colleagues | | ✓ |  | ✓ | ✓ |