|  |  |
| --- | --- |
| **Job Title** | **Deputy Principal**  **(Head of Education Outcomes and Effective Learning)** |
| **Location** | **School** |
| **Reporting to** | **Executive Principal** |
| **Effective date of JD** |  |
| **Salary range** | L17 - L21 |

**School Purpose**

The purpose of the School is to meet the holistic communication and interaction, social, emotional and educational needs of young people who have statements / EHCP’s

**Job Purpose including main duties and responsibilities:**

In addition to the Conditions of Employment for Deputy Head teachers to:

* provide the leadership and management which enables the School to give every pupil high quality education and care which promotes the highest possible standards of achievement progress and personal development.
* secure the long-term success of the School
* undertake, to the extent required by the Executive Principal or Governing Body, the professional duties of the Executive Principal in the event of his absence

Under the direction and support of the Executive Principal, to be responsible for:

* Playing a significant role alongside the Executive Principal and Senior Leadership Team in the planning of the future strategic direction of the whole school.
* Taking a lead role in incorporating and unifying all agreed whole school strategies, developments, systems, protocols, policies and procedures to ensure efficient and effective working practises.
* Working as a cohesive member of the school staff team, including becoming a pro-active, solution focussed,
* Positive thinking member of the School’s Senior Leadership Team.
* Inspirational leadership and proactive positive management; encourage, motivate, support and value all staff promoting high quality team working, co-operation, trust and professionalism.
* Supporting the strategic transformation of the school in its entirety (all school facilities / sites)
* Overseeing the day-to-day organisation, management and conduct of this educational provision in accordance with school Policy and procedures, the current School Teachers’ Pay and Conditions Document and any applicable associated guidance and/or legislation.

**Key Accountabilities (in partnership with the Executive Principal:**

1. **Creating the Future of the School**
2. Working under the direction of the Executive Principal to ensure the long term success of the school
3. Contribute to, and communicate, the schools vision which expresses core values and purpose
4. Implement the vision through agreed objectives and operational plans and notably the whole School Development Plan priorities
5. Through collaboration, innovation and research develop school practice and procedures
6. Motivate others to create a shared learning culture and positive climate
7. Effectively collaborate with a range of professional partner schools and agencies to realise the schools vision
8. Assist the Executive Principal with recruitment as required
9. **Leading Teaching and Learning in the School to:**
10. Ensure a continuous and consistent School-wide focus on pupils’ achievement progress and development
11. Ensure creative, responsive and effective approaches to learning and teaching that meet the needs of all pupils
12. Ensure that high expectations and aspirational targets are maintained for the whole school community
13. Oversee the monitoring, evaluation and review of pupils’ achievement progress and development to ensure on-going school improvement and appropriate reporting to stakeholders
14. Tackle under-performance at all levels of pupils and staff
15. Ensure the efficient and effective utilisation of all available resources
16. **Working with the Executive Principal to Develop Self and Others:**
17. Maintaining effective strategies and procedures for, staff induction, professional development and performance review.
18. Promote and maintain a culture of high expectations for self and others
19. Lead on developing a culture of self-evaluation that promotes professional and personal development
20. Ensure the deployment of all staff is efficient and effective with maximum impact for teams, individuals and pupils, including teacher cover on a daily basis
21. Regularly review own practice, set personal targets and take responsibility for own professional development
22. Act as a lead coach / mentor where need dictates
23. Responsible for work placement and NQT programs

1. **Managing the Organisation**
2. Ensure the smooth day-to-day running of the School and report directly to the Executive Principal
3. Responsible for the consideration of consultations for pupils placement and response / negotiation with the LA
4. Report to Governors when required
5. In consultation with the Executive Head, recruit and retain staff.  Oversee the effective deployment of staff within the school to maximise impact.
6. Inputting to key strategic whole school documents, including: formal school self-evaluation, school development plan, policies & procedures and statutory web site published data.
7. To provide information to the Executive Principal, both written and verbally on the progress made towards achieving the aims and objectives set for the School and progress towards meeting specific targets set
8. Line manage the Assistant Principals and oversee the implementation of the performance management/appraisal policy
9. Ensure that any allegations, conduct, capability issues about any member of the school community is reported immediately to the Executive Principal for a decision on how to proceed
10. To secure the acquisition of additional funding to support the school
11. Producing and implementing the schools timetables
12. Leading on high profile, consistent, high quality behaviour management.  Setting and operating firm but fair consistent boundaries with all students (& staff) at all times.  Leading / managing the staff team to do the same.
13. Support school improvement ensuring all Ofsted outcomes have been met and reaching good or better standards
14. Promote staff and student pride and ‘ownership’ of the whole school, including all physical resources (grounds, buildings, equipment, furniture, vehicles etc.)

1. **Securing Accountability**
2. Contribute to, and articulate the School ethos, which enables everyone to work collaboratively
3. Ensure individual staff accountabilities are clearly defined, understood and agreed within the School
4. Ensure every individual child has access to high quality teaching and learning and development opportunities
5. Secure evidence from self-evaluation opportunities to inform school improvement
6. Monitor, evaluate and provide timely evidential reports to the Executive Principal on the schools work as requested
7. Represent and deputies for the Executive Principal as required to include Governors meetings and Strategic meetings within the wider School community
8. Tackle under-performance at all levels
9. **Strengthening Community**
10. Promote positive strategies for challenging all discrimination
11. Ensure and promote a range of community-based learning experiences
12. Collaborate with other agencies to ensure pupil and community needs are met
13. Ensure all complaints are appropriately investigated, managed and reported to the Executive Principal
14. Engage in effective school to school support and challenge to improve the quality of educational provision across the SENtient trust and wider school community
15. Lead on the promotion and maintenance of positive high quality relationships with all stakeholders and communities at all times.

**The post holder will be expected to:**

* hold a full driving license and be prepared to drive school vehicles and use own car on school business if required
* work flexible hours by prior agreement if / as required.
* undertake any other reasonable duties as directed by the Executive Principal.

**The Deputy Principal/ Head of Education Outcomes and Effective Learning is not delegated to carry out the following actions and must refer any potential issues to the Executive Principal for discussion, action or delegated authority to carry these out each time**.

1. **To suspend a member of staff**
2. **To exclude a pupil, either fixed term or permanently**
3. **To undertake threshold assessment**
4. **To set school budgets**
5. **To vire money between allocated budgets**
6. **To appoint staff**
7. **To agree and sign salary amendments for staff**
8. **To sign or amend contracts or offer posts within the school**
9. **To approve overtime**

**Person specification:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Attribute** | **Essential** | **Desirable** | **Method of Assessment** |
| Education & Qualifications | QTS | Further leadership qualification i.e. leading from the middle, NPQH | * Application |
| Willingness to undertake further leadership CPD |
| Leadership | Leadership and management skills to improve the School’s level of attainment and success | Experience of challenging and managing under performance in school staff | * Application * References * Interview * Observation |
| Outstanding classroom practitioner who can lead by example | Experience of Acting Headship |
| Ability to motivate pupils and staff |
| NCTL designation SLE, LLE |
| Demonstrated ability to lead, coordinate and delegate |
|  |
| Ability to manage change and work under pressure of changing circumstances |
| Leading change, creativity and innovation |
| Experience of managing personnel |
| Experience of whole school leadership with positive outcomes |
| Experience | Experience of whole school senior leadership with positive outcomes | Experience of leading  within an  SEN provision  Experience of leading from  Early Years too Post 16  Experience of leading Literacy or Numeracy  Experience of positive behaviour management and impact | * Application * Interview * References |
| Experience of leading the management of challenging / disaffected behaviour |
| Practical Skills | Excellent organisational skills |  | * Application * Interview * References |
| Excellent time management skills |
| Ability to distribute leadership and delegate effectively |
| Excellent abilities to work collaboratively with other school leaders |
| Communication | Ability to liaise effectively with parents and local community | Experience of working in a range of SEN school settings | * Application * References * Interview |
| Excellent written, verbal, presentation and listening skills |
| Ability to communicate effectively under pressure |
| Ability to build and maintain positive relationships with all stakeholders |
| Personal Qualities | Integrity |  | * References * Interview * Observation |
| Fairness |
| Optimistic, constructive and solution focused |
| Ability to motivate others |
| Ability to mediate |
| Ability to inspire confidence in the parent community |
| Excellent communicator and motivator of people |
| Strategic Thinking | Knowing how to use school evaluation and performance data to support, monitor and challenge school improvement | Evidence of ways to build, communicate and implement a shared vision | * Application * Interview * References |
| Ability to contribute to, and maintain a clear vision for the School and to lead others to plan and deliver it |
| Technology / IT Skills | An understanding of technologies and their impact on learning | Experience of leading technological development | * Application * Interview |
| Equal Opportunities | Excellent understanding of safeguarding roles and procedures | Experience of managing legal issues relating to managing a school, including equal opportunities, race relations, disability, human rights and employment legislation  Experience of being a senior designated officer for safeguarding with level 3 training | * Application * Interview * References |
| Experience in effective management of children with significant inclusion needs |
| Experience in effective management of children with significant inclusion needs  Excellent understanding of children exhibiting behavioural difficulty and how to support them to achieve |
| Understanding of equality issues, their impact and how to manage discrimination effectively |