

JOB DESCRIPTION

OVERALL PURPOSE OF THE JOB

Support the Headteacher to provide professional leadership at Kingsdown, in striving for success and continuously improving and ensuring a high quality education for every pupil.

You are required to carry out the professional duties of a Deputy Headteacher as set out in the current School Teachers' Pay and Conditions Document.

THE MAIN PURPOSES OF THE ROLE

Undertake, to the extent required by the Headteacher or the Governing Body, the professional duties of the Headteacher in the event of their absence from the school.

Under the overall direction of the Headteacher, where appropriate, take responsibility for:

- Management of the Curriculum, ensuring the schemes of work are appropriate and are delivered to every pupil. This includes monitoring and evaluating standards across the school.
- Manage the NQT programme
- Manage the teachers' writing of Education Health Care Plans and Annual Review Reports ensuring that they are always delivered on time and of a Good to Outstanding standard.
- Manage the induction of new teachers.
- Work in classes to ensure every pupil receives at least Good preferably Outstanding learning and teaching.
- Support teachers with the aim that they will all consistently deliver at least Good preferably Outstanding lessons.
- Monitor and evaluate Teachers Weekly Planners.
- The production and management of whole school timetables.
- Managing pupils' End of Year Reports.
- Managing pupils' Social, Mental and Emotional Health (including pupil behaviour).
- Being the school's named SENCO
- As appropriate to take the lead role in managing teachers' underperformance; set targets and give regular support for improvement which you regularly monitor, review, evaluate and feed back to the Headteacher.

DUTIES AND RESPONSIBILITIES

Strategic direction and development of the school

- Support the Headteacher in providing vision, purpose and leadership.
- Use sound knowledge of educating pupils who have SLD and PMLD to improve standards throughout the school.
- Ensure commitment of all involved in the school to achieve its aims and vision.
- Monitor and take actions under guidance from the Headteacher.
- Work collaboratively with the Headteacher and other members of staff in setting targets.
- Co-ordinate and contribute termly and annually to whole school evaluation.
- Take a major positive part in the school Senior Leadership Team.
- Have full understanding of different assessment systems and use them to improve learning
- Every term write a report to the Governing Body which evaluates your work.
- Work collaboratively with the Headteacher and Finance Manager in monitoring the school budget

Teaching and Learning

- Establish high expectations of what pupils can achieve by demonstrating exemplary professional standards at all times.
- Exemplify a very good standard of classroom practice which meets the aims and objectives of the school.
- Support all teachers in their classroom practice with the aim for them all to deliver at least good lessons.
- If required undertake a teaching timetable and, by example, provide an outstanding professional model as a classroom practitioner.
- Assist the headteacher in supporting and monitoring teachers to meet standards set out in the Teachers' Standards.
- Ensure that a high standard of education is maintained at all times for all pupils and that all suitable programmes are developed and kept under review.
- Be familiar with current theory and practice relating to pupils with special needs and inform staff of these developments.

- Work in conjunction with the Assistant Headteacher to ensure that the curriculum needs of all pupils are met.

Pupil Support

- Maintain professional relationships based on trust and respect
- Ensure that the pastoral needs of the pupils are met.
- Ensure that a high standard of physical and emotional care is maintained for all pupils.
- Work collaboratively with teachers, support staff, parents, therapists, governors, other agencies and all appropriate stake holders to support the learning of every pupil.

Leading and Managing Staff

- As appropriate allocate professional duties and responsibilities to staff.
- Consistently have high expectations of what pupils can achieve.
- Through example, direction and support, work with staff so they meet the needs of every pupil.
- Identify underperformance and set targets for improvement for pupils and staff
- Participate in the implementation of Performance Management.

Effective Deployment of Staff and Resources

- Assist with the recruitment and appointment of staff as requested by the Headteacher.

Accountability

- Inform and at all times support the Headteacher.
- Always adhere to the school's policies and code of conduct
- Ensure staff support the Ethos and Mission Statements of the school.

- Assist the Headteacher in ensuring parents and Governors are well informed about the curriculum, attainment and progress.
- Explain aspects relating to the work and development of the school to Governors, parents, inspectors and the wider community
- Ensure all statutory requirements are met.
- Demonstrate through first hand evidence the "value added" that Kingsdown School brings to pupils' education and lives.
- Always keep abreast of local and national educational initiatives.

Other

- Undertake other reasonable duties as may, from time to time, be requested by the Headteacher

PERSON SPECIFICATION

Professional Knowledge, Skills & Abilities:

- Knowledge and understanding of what constitutes high quality educational provision for pupils who have severe learning difficulties and profound and multiple learning difficulties.
- Knowledge and confidence with good practice, innovations and strategies with regard to pupils who have complex physical and intellectual learning difficulties.
- An understanding of how to use data effectively to track and monitor progress and show impact of actions.
- The ability and presence to communicate effectively in a range of situations.
- A thorough understanding of current educational issues.
- The ability to manage change effectively and efficiently.
- Good ICT skills.
- Ability to articulate the vision, mission and values that make Kingsdown unique, and ensure that these are implemented consistently by all to ensure the highest level of pupil achievement.
- The ability to make sound decisions and identify and solve problems based on thorough analysis and judgement.
- The ability to work well under pressure and maintain high levels of organisational skills.
- The ability to inspire the trust, confidence and respect of pupils, staff and the wider community.
- The ability to delegate, plan and manage time effectively and efficiently.
- The ability to work effectively in partnerships with other schools.

Qualifications:

- Qualified Teacher Status.
- Have participated in, or are undertaking, further study relevant to pupils who have severe learning difficulties and profound and multiple learning difficulties.

Experience:

- Proven leadership skills
- Experience of effective and efficient financial management.
- Experience of working in collaborative partnerships.
- Experience of monitoring and evaluating aspects of teaching and learning and staff appraisal.
- Evidence of commitment to own professional development.
- Experience of supporting vulnerable children using a multi-agency approach.

Other job requirements:

- Passionate about the education of pupils who have severe and profound and multiple learning difficulties.
- Confidence and excellent interpersonal skills.
- A sense of humour and perspective.
- Excellent attendance and punctuality.
- Enthusiasm, stamina, energy and drive.
- A positive and pro-active approach to challenge and change.
- Flexible and approachable.
- Committed to promoting equal opportunities.
- The ability to be reflective and self-critical.
- Committed to championing the school to external stakeholders.

