**Job Description**

**POST DESIGNATION: DEPUTY HEAD**

**POST GRADE ALLOWANCE: LEADERSHIP POINTS L6 TO L10**

**Introduction**

The post holder is required to carry out duties of a Deputy Headteacher in accordance with the provisions of the current School Teachers Pay and Conditions Document and within the range of teachers duties set out in that document. This job description will be reviewed in response to School Improvement Priorities.

1. **Core purpose:**
   1. To support the Headteacher in leading and managing the school to the highest professional standards and to manage the school in the Headteacher’s absence.
   2. To uphold the ethos, aims and values of the school, its policies and codes of practice at all times and in all circumstances.
   3. To implement and deliver an appropriately broad, balanced and relevant and differentiated curriculum for all learners.
   4. To monitor and support the overall progress and development of learners.
   5. To facilitate and encourage learning experiences which provide pupils with the opportunity to contribute to raising standards of attainment / achievement.
   6. To share and support the school’s responsibility to provide and monitor opportunities for personal growth and independence.
   7. To provide for the Headteacher an overview of major school issues through a wide ranging awareness and contact with staff and pupils.
   8. To contribute to the overall leadership and management of Oakdale School with specific responsibilities identified.
   9. To assist the Headteacher in promoting awareness and observation of the Health and Safety Guidelines of Tameside Council.
   10. To have agreed teaching responsibility where appropriate.

**RESPONSIBILITIES AND ROLE**

1. **MONITORING AND EVALUATION:**
   1. To work with the Headteacher to ensure that the aims, vision, values and objectives of the school are achieved through an effective School Improvement Plan.
   2. With the School Leadership Team, support the Headteacher in the evaluation of the School Improvement Plan.
   3. To assist the Headteacher in identifying school needs by a process of school self-review, as agreed by the governing body. To assist in the monitoring and review of the outcomes of the review.
   4. To develop a clear knowledge of the administrative and financial matters related to Oakdale School and to work with the school financial manager in building an understanding of pupil funding and budgetary issues.
   5. To meet with the Headteacher and/ or the school leadership team on a regular basis to discuss matters of policy, organisation and development.
   6. To work with the SSG in analysing performance data and setting school targets for consideration by the governing body.
   7. Help the Headteacher to draw on the school community to create a productive learning environment, which is engaging and fulfilling for all learners.
   8. To take whole school responsibility for:

* Senior Curriculum Co-ordinator
* Health & Safety
* Performance Management Leader
* Monitoring and Evaluation of Teaching & Learning and Pupil Progress
* CPD, including induction and NQT

1. **STAFFING**
   1. To share with the Headteacher the responsibility for supporting and promoting the wellbeing of all staff.
   2. To ensure that appropriate support systems are in place for NQT.
   3. To co-ordinate cover for absent staff in partnership with SSG / SLT and the school administration team.
   4. To carry out return to work interviews following staff absence as per SSG / SLT responsibilities.
   5. To assist the Headteacher in the deployment of staff.
   6. To manage school staff rotas, duties and PPA
2. **STAFF DEVELOPMENT**
   1. To have responsibility with the Headteacher for leading and managing all staff and acting as a role model to ensure the highest standards are delivered at all times.
   2. To ensure appropriate opportunities for induction and to work with the Assistant Headteacher to ensure opportunities for continuing professional development are in place and are linked to staff appraisal.
   3. To work with the Headteacher to ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
   4. To acknowledge, share and promote excellence and develop effective team working.
3. **PUPILS**
   1. To have responsibility with the Headteacher for the discipline, behaviour and welfare of all pupils.
   2. To share with the Headteacher responsibility for Child Protection and safeguarding.
   3. To have responsibility with the Headteacher for medical needs.
4. **LEADING, LEARNING AND TEACHING**

With the Headteacher:-

* 1. Ensure a consistent and continuous school-wide focus on pupil achievement, using data and benchmarks to monitor progress in every child’s learning.
  2. Ensure that learning is at the centre of strategic planning and resource management.
  3. Establish creative, responsive and effective approaches to learning and teaching.
  4. Ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
  5. Demonstrate and articulate high expectations and monitor the stretching target set for the whole school community.
  6. Support and implement strategies, which secure high standards of behaviour and attendance.
  7. Contribute to the determination, organisation and implementation of a diverse, flexible curriculum and assist in the implementation of an effective framework.
  8. Take a senior position in the development of new and emerging technologies to enhance and extend the learning experiences of pupils.
  9. Assist the Headteacher in monitoring, evaluating and reviewing classroom practice and help promote improvement strategies.
  10. As directed, challenge underperformance at all levels and with the SLT ensure effective corrective action and follow-up is put in place and has an impact on improvement.

1. **PARTNERSHIPS AND STRENGTHENING COMMUNITY**
   1. To share with the Headteacher, responsibility for providing guidance, advice and support to parents and carers in the school.
   2. To share with the Headteacher the development of partnership working with other special schools and mainstream partners and to develop partnerships in outreach, in-reach and inclusion opportunities.
   3. To work with the Headteacher in creating and maintaining effective partnerships with Oakdale Primary School to support and improve pupil achievement and personal development.
   4. To lead and to facilitate multi agency working in school including overviews of SLA’s.
   5. To attend meetings of the Governing Body and any relevant sub committees.
   6. To develop links with the LA and the wider community.
   7. To build a school culture and curriculum, which takes account for the richness and diversity of the school’s communities.
2. **DEVELOPING SELF AND WORKING WITH OTHERS**

With the Headteacher:-

* 1. Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture.
  2. Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities.
  3. Maintain effective strategies and procedures for staff induction, professional development and performance review. To be a Team Leader for Performance Management.
  4. Support effective planning, allocation and evaluation of work undertaken by teams and individuals, monitoring the clear delegation of tasks and the effective devolution of responsibilities.
  5. Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
  6. Maintain a culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory.
  7. Regularly review own practice, set personal targets and take responsibility for own personal development.
  8. Manage own workload and that of others to allow an appropriate work / life balance

1. **PERSONAL GROWTH AND DEVELOPMENT**
   1. Ensure all staff are kept informed of the school’s strategic objectives, core priorities, development and progress through effective communication.
   2. Implement effective procedures to safeguard pupils at all times.
   3. Contribute to the recruitment, induction and professional development of the school’s workforce to achieve the school’s vision and goals, including initial teacher trainees.
   4. Help to create and promote positive strategies for challenging racial and prejudice and dealing with racial harassment.
   5. Put into practice school policies for learning experiences for pupils that are linked into and integrated with the wider community.
   6. To support the SMSC coordinator to collaborate with other agencies in providing for the academic, spiritual, moral and cultural wellbeing of pupils and their families.
   7. Create and maintain an effective partnership with parents and carers to support and improve pupil’s achievement and personal development.
   8. To seek opportunities to invite parents carers, community figures, businesses or other organisations into the school to enhance and enrich the school and it values to the wider community.
   9. To contribute to the development of the education system by, for example sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
2. **ENVIRONMENT**
   1. Ensure the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and ensure value for money.
   2. Contribute to the development of the school site to ensure it meets current and future needs within a sustainable framework ensuring the range; quality and use of available resources are evaluated to improve the quality of education for all pupils.
   3. Generate new income streams and grant funding to complement and enhance the achievement of the school’s strategic objectives and which are supportive of the school’s ethos.

The Deputy Headteacher will undertake any other reasonable tasks or duties assigned by the Headteacher. He / She also has all the responsibilities of any teacher at Oakdale School.

**TEACHER JOB DESCRIPTION**

All teachers at Oakdale School will carry out their duties in line with those set out in the current School Teachers’ Pay and Conditions Document.

Employees will carry out such duties which reasonably correspond with the general character of the post and are commensurate with its level of responsibility.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Appointment to this post is subject to an enhanced DBS and background check.