**Mill Water School**

**Deputy Headteacher Job Description**

**Pastoral**

**Range L14 – L18**

**Job title:** Deputy Headteacher, with school-wide responsibility for Safeguarding, On-line safety, Staff Induction, Skills Audit, Appraisals, staff training, ASC, PMLD and complex needs co-ordinator

**Accountable to:** Headteacher, Governing Body and Local Authority

The post holder is required to carry out the 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 annually in response to School Improvement Priorities.

**Main purpose**

**The Deputy Headteacher will:**

* To deputise and undertake overall responsibility for the school in the absence of the Headteacher and on any other occasions which are deemed necessary.
* To further the aims of the school and support the Headteacher in ensuring the vision of the school is communicated and clarified.
* To share with the Headteacher a responsibility for providing quality assurance in all the school’s activities.
* To provide for the Headteacher an overview of major school issues through a wide ranging awareness and contact with staff and pupils.
* To contribute to the overall leadership and management of Mill Water with specific responsibilities identified.
* To assist the Headteacher in promoting awareness and observation of the Health and Safety Guidelines of the school, Devon County Council and national statutory expectations.
* Undertake the normal responsibilities of a teacher when required by the Headteacher.
* Be a part of the senior leadership team (SLT)
* Make strategic evaluations of teaching, learning, personnel, finance and premises issues as a supportive and well-motivated team member
* Lead by example as a teacher and as a manager
* Contribute to establishing the core values of the school and their practical expression
* Monitor and evaluate pupil achievement and attainment throughout the school
* Act as line manager for colleagues
* Contribute to management decisions on all aspects of policy, development and organisation
* Contribute ideas and time towards strategic school improvement programmes
* Have an overview of the school’s key objectives and take a lead role in the school’s progress and development
* Undertake a share in the duties of the school and fulfil these diligently
* Undertake such duties as are delegated by the Headteacher, including Induction Lead, Skills Audit and Staff Appraisals Lead, ASC and PMLD Lead and Cluster Lead
* Play a major role under the overall direction of the Headteacher in formulating and reviewing the School Improvement Plan and the aims and objectives of the school by:
  + establishing the policies through which they shall be achieved
  + leading and managing staff and resources to that end
  + monitoring progress towards their achievement.

**Main Tasks**

The specific nature and balance of these responsibilities will vary according to the needs of the school and may be shared.

**Senior Designated Officer for Safeguarding**

* To take lead responsibility for managing child protection issues and cases
* To provide advice and support to other staff on safeguarding issues
* To make referrals to and liaise with the local authority/MASH and to work with other agencies
* To share non confidential information relating to individual child protection with relevant school staff where necessary
* To keep the Headteacher informed of all child protection issues in the school
* To take responsibility for the school’s child protection practice, policy, procedures and professional development
* To attend and provide reports to case conferences and other inter-agency meetings as required
* To ensure there are appropriate safeguarding arrangements in place for pupils undertaking work experience, work-based learning and educational visits
* To manage safeguarding arrangements to ensure that there is safe recruitment and all pupils are safe, including for example, the effective identification of children in need or at risk of significant harm, including:
* Maintaining the single central record and appropriate arrangements for child protection
* The rigour with which absence is followed up
* How well safe practices and a culture of safety are promoted though the curriculum
* To report to governors on child protection and safeguarding issues

**On-line Safety Co-ordinator**

* To develop an on-line safety culture
* To be the main point of contact on issues relating to on-line
* To put together and lead an on-line safety team
* To raise awareness and understanding of on-line safety issues amongst all stakeholders, including parents and carers
* To embed on-line safety in staff training, continuing professional development and across the curriculum and learning activities
* To keep a log and report on on-line safety incidents
* To keep up with relevant on-line safety legislation
* To liaise with the local authority and other agencies as appropriate
* To review and update on-line safety policies and procedures regularly
* To report to Governors on on-line safety issues

**Teacher responsibilities**

* To carry out duties of a school teacher as set out in the current School Teachers’ Pay and Conditions Document
* To carry out the duties of a general class teacher as detailed in the school’s class teacher job description, including some provision for cover of absent teachers
* To be responsible for teaching across all key stages
* To teach any pupil in the 3-19 age range (as required) in all aspects of the statutory and the agreed school curriculum

**The internal organisation, management and control of the school**

To contribute to:

* + Maintaining and developing the ethos, values and overall purposes of the school
  + Formulating the aims and objectives of the school and policies for their implementation
  + Planning improvement which will translate school aims and policies into actions
  + Implementing the Local Authority’s and Governing Body’s policies on equal opportunity issues for all staff and pupils in relation to sex, gender, race, disability and special needs
  + The efficient organisation, management and supervision of school routines

**Curriculum development**

To contribute to:

* The development, organisation and implementation of the school’s curriculum
* School policies on curriculum, teaching and learning, assessment, recording and reporting
* Ensuring that the learning and teaching provided by different teaching teams form a co-ordinated, coherent curriculum entitlement for individuals
* Ensuring that information on pupil progress is used to improve teaching and learning, to inform and motivate pupils, to inform parents, to provide necessary references for other educational institutions and employers and to aid Governors in their management of the school
* Ensuring that the individual pupil’s continuity of learning and effective progression of achievement are provided
* To prepare, organise and lead INSET, with the support of the Headteacher
* To support the Headteacher in identifying priorities that will feed into the SEF
* To undertake an analysis of quantitative and qualitative data as part of a formative assessment programme
* To provide advice and support for staff
* To observe colleagues teaching, with a view to identifying the support they need
* To teach demonstration lessons if appropriate
* To attend relevant INSET
* To discuss with the Headteacher on a regular basis the progress of subject development within the school
* To ensure that the school is adequately and appropriately resourced in respect of subject areas
* To develop own subject knowledge
* To ensure an effective CPD programme for all subject teaching is formulated.

**Pupil care**

To contribute to:

* + The development, organisation and implementation of the school’s policy for the personal and social development of pupils including pastoral care and guidance
  + The effective induction of pupils
  + The determination of appropriate pupil groupings
  + The promotion among pupils of standards of conduct/discipline and proper regard for authority and the encouragement of good behaviour
  + The development of a culture of independent learning
  + The handling of individual pupil disciplinary cases
* To be responsible for the line management of specific class areas
* Assist the Headteacher in ensuring inclusive practice is developed to promote the highest standards of pupil achievement for all.
* Organising, monitoring and evaluating the intervention strategies employed at the school
* Supporting class teachers to assess and identify the needs of pupils with barriers to learning; Work closely with teaching staff to identify children and families who require support or intervention
* Oversee the arrangement of special educational needs (SEN) or EHCP reviews and leading school consultation meetings
* Develop and manage the teaching and learning of key groups of pupils, organise and delivering inclusion training for all staff. These key groups include pupils:
* With special educational needs ( ASC, PMLD, Complex and communication needs).
* With English as an additional language (EAL).
* Who have been identified as gifted and talented.
* Ensuring that there is provision in place for key groups of pupils.
* Ensuring that provision meets statutory requirements at all times
* Provide pastoral support to promote positive attitudes to learning and behaviour, in order to maximise the achievement and wellbeing of pupils
* Monitor and report on the progress of pupils in school and in alternative provision
* Reporting on the attendance, attainments and well-being of pupils in school and in alternative provision
* Evaluating pupils interventions and providing relevant reports to appropriate professionals
* Work closely with all staff to improve outcomes for pupils in their learning through improved behaviour and skills
* Assisting others in developing inclusive strategies to support pupils who are causing concern. This will include providing continuing professional development training in behaviour management
* Monitoring pupil progress through the use of attainment and other evaluative data including the school’s tracking system

**The management of staff**

* To be responsible for the line management and performance management of specific subject leaders
* To participate in the recruitment and development of teaching and non-teaching staff of the school
* To contribute to good management practice by ensuring positive staff participation, effective communication and procedures
* To participate in arrangements for the appraisal of the performance of teachers and teaching assistants
* The provision of professional advice and support and the identification of training needs

**Staff development**

Responsibilities include:

* The identification of possible development activities through reflection and a critical analysis of current assessment procedures
* The management of the school development actions for developing staff
* Providing recommendations of possible development activities to the school’s SLT and Governors
* Leading professional development activities for staff to further develop their skills
* Undertaking an on-going review of national and local workforce developments and reporting to Headteacher/school’s SLT as appropriate
* To contribute to school self-evaluation and school improvement planning
* To act as performance manager for members of staff

**Induction, Skills Audit and Appraisals Lead**

* To support the induction of newly qualified teachers, supply teachers, support staff and student teachers as necessary
* To review the job descriptions for teaching and support staff when requested by the Headteacher
* To act as line manager for teaching and support staff where relevant to learning and teaching or wider leadership responsibilities as Deputy Headteacher, undertaking performance management reviews yearly in conjunction with the school’s policies and procedures
* To undertake regular evaluations of staff progress towards agreed improvement objectives through the school’s appraisal, performance management and line management policies, practices and procedures
* To utilise the school’s observation procedures to monitor pastoral care, behaviour for learning, practice of staff and students, and follow up observations with a discussion on progress and areas for improvement

**Relationships**

* To be responsible for fostering positive relationships across the school community
* To advise and assist the Governing Body as required in the exercising of its functions including attending meetings and making reports
* To help in maintaining and developing effective communications and links with parents and to provide positive responses to concerns and problems regarding their children’s education and wellbeing
* To assist liaison with other educational establishments in order to promote the continuity of learning, progression and curriculum developments
* To develop and maintain positive links and relationships with the community, local organisations and employers
* To have a key strategic and operational role in the delivery of outreach
* To work closely with external agencies involved with Mill Water children

**Data protection**

It is essential when working with computerised systems that you are completely aware of your responsibilities at all times under the Data protection Act 1984 (as amended) for the security, accuracy, and significance of personal data held on such systems.

**Health and safety**

Employees are required to work in compliance with the schools’ Health and Safety policies and under the Health and Safety at Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the school.

**Safeguarding**

Mill Water is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people.

All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by Mill Water. Any safeguarding or child protection issues must be acted upon immediately by informing the Senior Designated Officer (SDO).