



DEPUTY HEAD (PASTORAL/SEND)

Senior Department

Job Profile and Person Specification

About the school

Cobham Free School is an independently run, publicly funded school, which opened in September 2012 with its first infant cohort and has now grown to admit pupils up to - and including - Year 10 across the all-through school.

The school is popular, consistently oversubscribed and will continue to grow year on year to admit pupils up to and including a new sixth form.

The school achieved a "Good" rating in all areas for its Ofsted inspection in September 2017. One of the report's many highlights included the inspector comment: *"Leaders have created a culture of high aspirations for all. Staff are committed to the ambitious ethos of the school and provide good support for their pupils."*

Cobham Free School Junior and Senior Departments will move to a large modern campus in the heart of Cobham in the next few years, the Senior Department is currently temporarily located in Molesey, where this position will be based initially.

About the role

The Governors and Senior Leadership Team wish to appoint a well-qualified, dynamic individual to the role of Deputy Head, Pastoral/SEND.

This is a new position at the school, to reflect the school's growth, offering an exciting opportunity to join an expanding leadership team and contribute to the school's future development and ongoing success.

As a growing school, we feel we can offer true opportunities for development in a supportive and innovative environment; candidates seeking their first senior leadership role are welcome to apply as are experienced individuals seeking a new challenge.

Applications should be made using the application form available on our website -

<http://www.cobhamfreeschool.org.uk/jobs> or by using the online application form available on the TES and should be submitted **before 1st May 2018**.

Visits to the school are warmly welcomed, as are informal telephone discussions. Please contact Sonya Davies - <mailto:hr@cobhamfreeschool.org.uk>.

Cobham Free School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

All appointments are subject to an enhanced DBS check.

Deputy Head Pastoral/SEND - Job Profile

Job Purpose:

To be part of the school's Extended Leadership Team and provide professional leadership, guidance and management in relation to pupil pastoral care and SEND provision, to secure high quality teaching, effective use of resources and improved standards of learning and achievement for all pupils. To act as additional Designated Safeguarding Lead in the Senior Department.

Accountable to:

Head of Senior Department, Executive Head.

We can offer:

- A competitive salary dependent on experience, membership of the Teachers' Pension Scheme;
- A strong vision based on innovation and best practice from the state and private sector;
- Small class sizes of 24 pupils (3 form entry), in a friendly and busy environment where pupils behave well and enjoy their learning;
- Free school lunches and holidays generally aligned to the independent sector;
- A supportive Senior Leadership Team who are passionate about education and welcome ideas;
- Opportunities for career development;
- A real commitment to Continuous Professional Development.



Deputy Head - Key Accountabilities

Strategic Development

- To influence the strategic development of an inclusive ethos, policies, priorities and practices aimed at raising standards of attainment and achievement throughout the school.
- To contribute to the formulation of policies, including: SEND; behaviour, rewards and sanctions; child protection and to be responsible for their implementation, monitoring, evaluation and review.
- To provide regular progress updates to the senior leadership team in relation to SEND and pastoral provision for pupils and to report, as required, to the governing body to inform decision making and policy review.
- To remain abreast of law and associated guidance on SEN, disability and equality, including the policies and procedures set out in the SEN Code of Practice
- To promote inclusion in the school community and to ensure access to the curriculum, facilities and extra-curricular activities for pupils with SEN and/or disabilities.

Teaching and Learning - SEND

- To work with colleagues to oversee SEND provision for identified pupils, to monitor the effectiveness of such provision, to secure relevant services where necessary for pupils and to ensure that records are kept up to date.
- To collect, analyse and interpret relevant national, local and school data to inform policy and practice, expectations and targets for improving learning outcomes for identified groups of pupils.
- To advise teachers about differentiated teaching methods and behaviour management strategies appropriate for individual pupils with special educational needs.
- To develop effective ways of overcoming barriers to learning and sustaining effective teaching, through the analysis and assessment of pupil needs, by monitoring the standards of teaching and of pupil attainment, and by setting targets for improvement so as to raise standards of pupils' learning and achievement.
- To maintain effective partnerships between parents and school, and liaise effectively with external agencies and SENCO networks, to promote and secure maximum support for pupil learning.
- To oversee transition points and school transfer for specific pupils to ensure continuity of provision.

Key Accountabilities

Pastoral Leadership

- To evaluate, coordinate and develop the pastoral aims and standards of the school in partnership with pupils, staff, governors and parents.
- To manage and direct the work of the Pastoral Support Officer.
- To oversee the tracking of attendance, punctuality and behaviour in conjunction with Heads of Year.
- To work with colleagues in Junior Department to manage the Year 6/7 transition.
- To oversee Student Leadership, Student Enterprise, British Values and Mental Health and Wellbeing.
- Chair regular meetings relating to pastoral matters.

Leading and Managing Staff

- To line manage Heads of Year.
- To provide regular feedback to, and to contribute to the appraisal of, teachers and other staff, resulting in a tangible impact on pupil progress, achievement and behaviour.
- To advise on and contribute to professional development for staff.
- To support and coach teachers and other staff to ensure that they understand, and are actively implementing, the key aspects of the school's behaviour and inclusion policies, including contributing to in-service training as necessary.
- To be involved in the selection, supervision and training of learning support assistants who work with pupils who have additional educational needs.

Effective Deployment of Staff and Resources

- To delegate tasks appropriately to others, deploying and managing staff effectively to ensure the most efficient use of teaching and other expertise to support pupils.
- To keep up to date on SEN funding arrangements and the mechanisms for seeking additional resources.
- To identify appropriate resources to promote and support the achievements of SEN pupils and ensure that they are used efficiently, effectively and safely.

Key Accountabilities

Child Protection / Designated Safeguarding Lead

- Refer all cases of suspected abuse to the local authority children's social care (MASH).
- Refer child protection concerns to the local authority designated officer (LADO) (all cases which concern a staff member).
- Ensure detailed, accurate and secure written records of concerns and referrals are made.
- Act as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies.
- Have a working knowledge of how local authorities conduct child protection case and child protection review conferences and be able to attend and contribute to these effectively when required to do so.
- Ensure each member of staff has access to and understands the school's child protection policy and procedures.
- Ensure the school's child protection policy is reviewed annually and the procedures and implementation are updated and reviewed regularly.

Other Duties

- To support the Senior Head with the department's reporting policies and procedures.
- To contribute to INSET delivery and lead staff meetings as required.
- Contribute to the development and implementation of the School Development Plan.
- Promote the School and attend open mornings and evenings.

Whilst every effort has been made to outline the key duties and responsibilities of the post, every task undertaken may not be identified in this job description.

This role is a new position in the school and it is anticipated that it will evolve as the school grows.

Deputy Head Pastoral Person Specification

	Essential	Desirable
Qualifications & Training	<p>A good undergraduate degree</p> <p>Qualified Teacher Status</p> <p>Experience of recent professional development</p>	<p>A first or 2:1 Degree</p> <p>Evidence of commitment to continuous professional development</p> <p>Accredited SENDCo qualification</p> <p>Trained DSL</p>
Knowledge & Experience	<p>Relevant management experience in a secondary school, in either state or independent sector.</p> <p>A proven track record of implementing effective improvement strategies to drive change and raise standards for students of all abilities.</p> <p>Knowledge of managing SEND provision.</p> <p>Experience of leading staff.</p> <p>Skilled in using data effectively.</p>	<p>Acted as DSL or Deputy DSL</p> <p>Management experience in pastoral or SEND capacity.</p> <p>Experience of using data from a range of sources to track and monitor progress.</p> <p>Successfully led targeted interventions based on data analysis.</p> <p>Experience of school improvement planning and contributing to a SEF.</p>
Skills & Abilities	<p>Knowledge of the inspection framework.</p> <p>Ability to communicate to a high standard orally and in writing.</p> <p>Ability to engage with parents and members of the wider community.</p> <p>Ability to think strategically and creatively.</p> <p>Strong ICT Skills.</p>	<p>Been rated as outstanding and/or developed other staff to reach this standard.</p> <p>Knowledge and experience of using the Google docs platform.</p> <p>Knowledge of Management Information Systems (Sims, Progresso etc).</p>

Personal Qualities	<p>Flexible</p> <p>Collaborative</p> <p>Hardworking</p> <p>Positive attitude</p> <p>Good interpersonal skills</p> <p>High expectations of students</p> <p>Organised and conscientious</p> <p>Energetic and willing to contribute</p>	<p>Keen to embrace a range of innovative approaches to teaching and learning</p> <p>Dedicated professional, happy to go the 'extra mile'</p> <p>Someone who wants to make a difference to the lives of student and sees teaching as more than just a job</p> <p>Reflective with a relentless desire to develop as a practitioner</p>
Equal Opportunities	<p>Has a clear commitment to equal opportunities and inclusive education</p>	
Safeguarding	<p>Demonstrates a clear knowledge and understanding of relevant legislation and guidance in relation to working with, and the protection of, students and young people</p> <p>Displays a strong commitment to the protection and safeguarding of students</p> <p>A satisfactory enhanced DBS check</p>	<p>A trained Designated Safeguarding Lead (DSL)</p>