



A learning & caring community
where individuals are valued

Job Description

1. Job Title:	Deputy Head
2. Responsible to:	Head of School
3. Responsible for:	Designated staff
4. Working with:	Education Team and Focus Group – as part of a collegiate decision making process
5. Hours per week:	35 hours per week
6. Weeks per year:	38 weeks term time + equivalent to 3 weeks training/parent days/festival days etc
7. Salary	£40,284 to £45,694
8. Pension	Teachers' Pension Scheme

The Sheiling Ringwood is committed to safeguarding and promoting the welfare of children and young adults and expects all staff to share this commitment.

This posts constitute 'regulated activity' as set out in Schedule 4 of the Safeguarding Vulnerable Groups Act 2006, as amended by the Protection of Freedoms Act 2012 as a consequence an enhanced DBS (Disclosure and Barring Service) certificate and Children and Adults Workforce Barred check will be required.

Main Roles and Responsibilities

1. Assist the Head of School in leading and managing the school, with specific designated areas of responsibility.
2. Assisting Head of School in continuous improvement and development of the Curriculum.
3. Assisting the Head of School audit, monitor and quality assure the quality of learning, teaching and assessment practice.

4. Produce and utilize a range of data and reporting formats to provide strategic oversight to the leadership team, parents and other stakeholders about student achievement.
5. Undertake teaching duties/ responsibilities as directed to 50% timetable.
6. Set an example of standards of work, of classroom teaching and organisation, and of professional conduct within the School.
7. Playing a leading role in supporting the professional development of all staff.
8. Member of the School Focus Group, deputising for the Head of School as required.

As a school for children with severe learning difficulties and complex special needs, , the Deputy Head will uphold the mission, values and goals of the school as expressed in the Vision and Mission document.

The Deputy Head will ensure that the Camphill ethos is clearly articulated and built into the culture and practices of the school, and will give professional support and guidance to individual staff and to task groups, alongside promoting the spiritual, social and cultural life of the school.

1. Education and progress of children

- 1.1 Ensure high standards of teaching and learning and maximum support and opportunities for pupils, thus enabling progress in all areas of their education.
- 1.2 Ensure and evidence pupil achievement through monitoring and tracking of progress of all pupils, oversee assessment, recording and reporting process.
- 1.3 Ensure high standards including Ofsted requirements are sustained and bettered.
- 1.4 Lead aspects of the development and delivery of the Curriculum and Accreditation - based on best current practices and initiatives in Special Education Needs (including National Curriculum and Steiner educational and curative educational principles) as relevant.
- 1.5 Support the development of new and emerging technologies and lead the provision of ICT for the benefit of the students.
- 1.6 Co-ordinate a holistic approach with the schools multi-disciplinary team including education, care and therapy.
- 1.7 Maintain close professional links with Local Authorities, other Schools, parents and other professionals regarding pupils' progress, well-being in School, etc.
- 1.8 Ensure staff have sufficient, appropriate and good quality resources in classrooms and specialist areas, and that it is audited and accounted for.
- 1.9 Maintain regular direct contact with the students through, for example, a 0.5 teaching commitment and student council.
- 1.10 Help secure high standards of behaviour and attendance.

2. Staff

- 2.1 Provide leadership and management of all teaching and education staff, including performance management, appraisal, support and supervision and all related processes. You will have specific responsibility for designated staff.

- 2.2 Provide leadership and management of the processes of recruitment and selection of all education staff, liaising closely with HR and ensuring the delivery of appropriate Induction, prior to new colleagues joining student-based activities.
- 2.3 Ensure, together with the Head of School and Training Department, that all Staff have ongoing access to relevant training to facilitate their professional and career development.

3. Financial Management

- 3.1 Manage and co-ordinate aspects of the School budget, liaising with the Head of School and Finance Manager.
- 3.2 Ensure corrective action on overspending or revision of the School budget as agreed by the Head of School.

4. Legal

- 4.1 Keep abreast of all current legislation relating to Education, including that relevant to Special Education, keeping the Head of School and colleagues informed as appropriate.
- 4.2 Ensure that teaching staff are up to date and comply with all relevant national legislation and guidance.

5. General

In addition to the above duties, the post holder has responsibilities as a member of the Focus Group and, working particularly with the Head of School and other Focus Group members will take a leadership role within the Education Department. Together with the other members of this team, the Deputy Head will:-

- 5.1 Ensure Health and Safety standards are maintained throughout the education department, in accordance with policy.
- 5.2 Ensure that all education staff are familiar with and deliver all School Policies.
- 5.3 Ensure clarity of roles and responsibilities, promoting effectiveness and accountability in all core tasks.
- 5.4 Oversee and co-ordinate continuity and communication between Education, therapy and Care Staff to ensure a consistent approach to pupils.
- 5.5 Form effective partnerships with relevant bodies, including other Camphill schools and centres, locally and nationally.
- 5.6 Drive overall school strategic planning through clear and open processes which lead to jointly agreed targets. Ensure delivery of these targets through the creation and monitoring of annual school improvement plans.
- 5.7 Promote a culture of openness, engagement and transparency throughout the school and in relation to all the school's stakeholders. An emphasis should be placed on promoting the inclusion of children and parents and others interested in the school as members of the school community.

- 5.8 Promote opportunities for stakeholders to engage in the work of the school and to learn about its ethos and practices.

This job description was correct at the time of writing but may be subject to change and development according to the prevailing needs of the school.

Person Specification – **Deputy Head**

	<i>Essential</i>	<i>Desirable</i>
Qualifications	Fully qualified and experienced teacher (QTS)	Trained Team Teach/Proact Skip practitioner or instructor
	PGCE Prim or Sec Qualification or equivalent	Relevant Post Graduate SEN qualification or School Leadership qualification
Knowledge and Experience	Successful teaching experience and knowledge of how to promote effective teaching and learning within the school	Leadership and management experience in a school situation
	Excellent understanding and experience of working successfully with students with a range of severe and moderate special educational needs and disability, including autism and challenging behaviour	Experience of using communication systems (PECS/ Signalong etc)
	A secure knowledge base of all relevant UK national, local and legislative initiatives and a capacity to ensure compliance of such within school as required	Knowledge or willingness to develop knowledge of a Waldorf School or Camphill community, or other Steiner organisation
	Experience of Curriculum Development	Experience of working successfully within a multi-disciplinary team
	Familiar with the requirements of the National Curriculum and its application to students with SEN	
	Knowledge and experience of positioning and preparing a school for Ofsted	Knowledge and experience of residential establishments for students with special needs
	Experience of using management information systems and assessment software	A proven ability to enable and coach others regarding the management of challenging behaviour
	Excellent interpersonal, verbal, written, and IT communication skills	Sound financial acumen
	An 'educateur' in every sense of the word who is passionate and committed to children learning and reaching their optimal potential	Proven ability to design and deliver induction and staff training relating to education.

Person Specification – Deputy Head

	<i>Essential</i>	<i>Desirable</i>
Knowledge and Experience cont..	The capacity to work with, and within, the ethos of the school including an openness and capacity to work with a team working from anthroposophical insights	Knowledge of a range of Accreditation systems
	An ability to lead a team from a basis of consensual working, balancing this with a proven ability to make effective decisions that meet the needs of the school and aims of the organisation	Experience of managing multi-agency meetings
	Excellent organisational, analytical, planning and delegation skills	Potential for future promotion
Personal Qualities	A commitment to Safeguarding	
	A commitment to Equality, Diversity and Inclusion	
	Self driven and ability to work to deadlines	
	Enthusiastic, flexible and consistent	