# Job Description

Deputy Head – TWT Independent School (Alternative Provision)

Full-Time Position

**Salary:** £43,000 – 50,000

**Work Hours:** 9am to 5pm

**Location:** Cornerstone House, 14 Willis Road, Croydon CR0 2XX

**Reporting to**: Managing Director/Head Teacher

**PURPOSE:**

1. To lead on and take responsibility for the day-to-day running of The Write Time Independent School
2. To lead and effectively manage the staff and educational provision of The Write Time AP.
3. To fulfil the AP’s purpose of promoting the educational development of each pupil intellectually, physically, morally, spiritually and socially.

**Mission Statement:** To deliver the best quality provision of support and education to help young people thrive in their challenging environment.

**Our Values:**

**Quality:** The Write Time is committed to ensuring that all operational activity evidences a high quality service, customer satisfaction and positive impact on individual’s lives.

**Support:** Ensuring that all young people have someone within The Write Time that is a positive role model who they can trust, will listen to them, and will direct them on their journey.

**Education:** The Write Time will allow young people to find the self-belief and confidence to succeed the best they can in education.

**Environment:** The Write Time will empower young people through Personal Development activities to stretch their comfort zones to better their lives.

**Raising the Profile:** The Write Time will become the provider of choice (in London) for prime contractors, Local Authorities, employers and Central Government.

**About Us**

The Write Time is a small Independent secondary school (alternative provision) that provides both full-time and part-time education to pupils who are either permanently excluded from school, or who are at risk of permanent exclusion. It is The Write Time’s belief that children will not achieve their learning potential when both social and emotional needs are not being met. As a result, we work very closely with other parties (local authorities, social services, referring schools, etc.) to provide an educational and social environment in which our students can flourish as young adults; emphasising not just statutory duties, but giving equal weight to prevention and early intervention to address social, emotional and behavioural difficulties.

KEY ACCOUNTABILITIES:

# 2. MAIN DUTIES

1. To take responsibility for the performance and progress of pupils and to plan, monitor and review the progress of pupils attending The Write Time AP
2. To play a key role in school inspection process (Ofsted, Local Authority, etc.)
3. To be responsible for the timetable, management of the curriculum, including the National Curriculum, and to develop appropriate educational programmes for individuals and groups of pupils
4. To teach pupils at The Write Time AP and in other institutions or venues as appropriate
5. To plan work for the pupils and maintain records of their progress
6. To support and lead teachers in developing and extending the KS3&KS4 curriculum across the AP
7. To further develop existing courses and alternative Key Stage 4 curriculum and to develop new relevant courses (particularly short courses) leading to first step accreditation
8. To take responsibility for the development of qualifications and outcomes i.e. verification
9. To further develop and publicise Records of Achievement (celebration days, student showcases, etc.)
10. To develop work experience/work shadowing placements
11. To develop the pathways into post-16 opportunities
12. To liaise with parents/carers of pupils, schools and other agencies and services to enhance the support provided to pupils
13. To oversee the maintenance of records, preparation of reports and participation in the general administration of the team
14. To deliver INSET sessions both within the Alternative Provision Teams and The Write Time’s mentoring staff

*These are the main duties as currently defined. Although there is an attempt to list them in priority order, priorities are subject to change and post holders should not place permanent emphasis on the location of the task within this job description*

**MANAGEMENT RESPONSIBILITIES**

1. To be responsible for ensuring a line management structure is in place to provide appropriate performance management for all staff for whom the post holder has responsibility in line with the procedures of the Alternative Provision Service
2. To manage designated budgets to ensure that the service delivers excellent value for money
3. To monitor and evaluate service performance against service objectives, attending regular review meetings, reporting outcomes and taking remedial action when necessary to ensure agreed objectives and targets are met
4. To recruit, induct and train staff with the teams for which they hold management responsibility
5. In the performance of all duties, and in particular the support and management of staff, to implement all procedures necessary to meet customer care needs and to reflect The Write Time’s vision and values

**ADDITIONAL DETAILS**

1. The post-holder must be suitable to work with children and vulnerable adults and will be required to undergo an enhanced DBS disclosure
2. The post-holder will be required to work flexibly; this may include occasional evening and weekend working
3. The post-holder will be required to travel around and outside the borough to attend meetings and events or on other work-related activities

**3. Organisation Chart**

Managing Director & Head Teacher:

Mentoring, Alternative Provision, Apprenticeships & women’s programme

Deputy Head of

Alternative Provision

Teachers and TA’s

Outreach Development Worker

**In Common with other staff:**

To read and support all of The Write Time’s policies including safeguarding and equal opportunities and to work actively to overcome discrimination on grounds of race, sex, disability, sexuality, age or status in our services.

To carry out all duties in accordance with Health & Safety and Safeguarding requirements.

To ensure that the highest standards are provided at all times.

Promote a vibrant culture with an uncompromising commitment to excellence and fully integrated support and development services, reflecting the needs of those accessing the service.

To work as a part of a multi-disciplinary team that works with young people to help identify and meet their personal, social, learning and work needs

Follow the lead from line management to ensure that all performance and contractual targets are met and exceeded ensuring that all client data is recorded in a timely and accurate manner.

Your approach to work should demonstrate and reflect The Write Time’s values.

The above mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out such other appropriate duties as may be required by the line manager, within the grading level of the post and the competency of the post holder.

Person specification

**4 EXPERIENCE, QUALIFICATION, TRAINING OR OTHER REQUIREMENTS**

| **Experience** |  | |
| --- | --- | --- |
| Experience of managing staff effectively and providing and receiving supervision | **E** | **Application & interview** |
| Experience of developing innovative practice for the promotion of high levels of school inclusion | **E** | **Application** |
| Experience of using and managing information technology for the analysis of educational statistics | **E** | **Application** |
| Experience of budget management | **E** | **Application** |
| Experience of and ability to communicate with a wide range of people, including people at senior management level | **E** | **Application & interview** |
| Experience and understanding of working in a multi-agency setting | **E** | **Application & interview** |
| Experience of using own initiative, working to and achieving tight deadlines | **E** | **Application & interview** |
| Qualification and Training |  |  |
| To hold QTS and evidence of Post  Graduate qualification | **E** | **Application** |
| To hold a relevant qualification or to be educated to degree level | **E** | **Application** |
| To have evidence of recent professional development | **E** | **Application** |

| **Other requirements** | **Recruitment and Selection** | |
| --- | --- | --- |
| To have working knowledge of all relevant and recent legislation and guidance relating to school exclusion social inclusion and education other than at school as well as all other related legislation and procedures. | **E** | **Application**  **Interview** |
| To have good analytical skills and proven experience of effective problem solving. | **E** | **Application**  **Interview** |
| To have an understanding of curriculum, current educational issues in relation to school standards and the related role of Education other than at school (EOTAS). | **E** | **Application**  **Interview** |
| To have a knowledge and understanding for admissions to and exclusions from schools. | **E** | **Application**  **Interview** |
| To have a high level of oral and written communication and presentation skills, including the ability to write reports and documents within a general framework of recognised formats for a wide range of audiences. | **E** | **Application**  **Interview**  **Test – deliver lesson to a group of students** |
| The ability to work with a high volume of complex and sensitive issues within a varied workload and to prioritise tasks accordingly. | **E** | **Application**  **Interview** |