

**LINWOOD SCHOOL
CHI
JOB DESCRIPTION**

Post Title: DEPUTY CHI LEAD

Reporting to: Director of CHI and Executive Headteacher

Grade: Leadership Scale Range: 7-11

This job description outlines duties and responsibilities that qualify staff for entry to the Senior Leadership Team and is in addition to the Main Scale Teacher/Upper Pay Range Teacher job description.

The successful candidate will need to have QTS.

1. Job Purpose & Objectives

- The post holder's prime responsibility will be to play a crucial role in the operational and strategic development of CHI through innovative and enterprising leadership.
- The post holder will be a member of the Senior Leadership Team.
- To support the Director of CHI in ensuring the vision of the CHI Programme is communicated to all stake holders.

2. Main Duties & Responsibilities

Monitoring and Evaluation

- To work with the Director of CHI and Executive Headteacher to ensure that the vision, aims and values of CHI are achieved through an effective School Development and Improvement Plan.
- To assist the Director of CHI and Executive Headteacher in identifying CHI needs by a process of school self-review, as agreed by the governing board.
- To assist in the monitoring and review of students outcomes.
- To meet with the Director of CHI and/or the school leadership team on a regular basis to discuss matters of policy, organisation and development.
- Monitor, evaluate and revise policies relevant to area/s of responsibility.
- Following completion of lesson observations, learning walks, work scrutiny and analysis of assessment data, provide constructive feedback to further improve teaching and learning.
- Monitor and analyse assessment data, at individual and phase level to identify trends in pupil progress and attainment.

Work Force

- To take the lead on all matters relating to the day-to-day management of the workforce.
- To take a lead in the recruitment process and induction of staff working closely with the Lead Professionals at the other campuses.
- To have an operational over-sight of staff development and appraisal.

- To share with the Director of CHI the responsibility for supporting and promoting the well-being of all staff.
- To ensure that appropriate support systems are in place for NQTs.
- To co-ordinate cover for absent staff.
- Facilitate return to work interviews.
- To lead in the deployment of staff; Learning and Employment Support Workers and teachers.
- To create time tables and include allocated PPA time.

Staff Development

- To have responsibility with the Director of CHI for leading and managing all staff and acting as a role model to ensure the highest standards are delivered at all times.
- To ensure that there are appropriate opportunities for induction and to work with the Director of CHI to ensure opportunities for continuing professional development are in place and are linked to staff appraisal.
- To work with the Director of CHI to ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- To acknowledge, share and promote excellence and develop effective team working.

Students

- To have responsibility with the Director of CHI for the discipline, behaviour and welfare of all students.
- To work with the Director of CHI in ensuring that the needs of individuals are considered at all stages of planning.
- To work with the Director of CHI in planning admissions/groups and meetings with prospective parents.
- Attend termly panel meetings in the absence of the Director of CHI.

Partners

- To share with the Director of CHI, responsibility for providing guidance, advice and support to parents and carers.
- To work with the Director of CHI in creating and maintaining effective partnerships to support and improve students achievement and personal development.
- To attend meetings of the Governing Board and sub committees where appropriate, in the absence of the Director of CHI.
- To be the key person in the management and organisation of volunteers.

Appraisal

- To participate in any arrangements within the agreed national framework for staff appraisal required by the LA.
- Participate in the appraisal scheme as operated by the School.
- Assume the role of appraiser for Teachers.

Personal Development

- Complete the CHI induction programme.
- Participate in further training and professional development.
- Update own skills and knowledge of current educational theory and practice and share and cascade to colleagues.

Assessments, Reports, Website

- Provide or contribute to oral and written assessments, reports and references relating to young people and staff.
- Provide reports/presentations for the Director of CHI, Executive Headteacher and Governors as required.
- Joint responsibility for developing promotional material and website content in liaison with the IT Technician.
- To assume the role of Internal Verifier at CHI for academic and vocational qualifications.

Behaviour Management, Health and Safety

- Promote positive behaviour for all young people at CHI.
- Follow Safeguarding and Health and Safety policies to promote the safety of all members of the CHI community.
- To assume the role of Designated Safeguarding Lead in the absence of the Director of CHI.

Staff Meetings

- Participate in staff meetings/Senior Middle Leadership Meetings as directed by the Director of CHI and Executive Headteacher.
- Chair meetings as required.

Other Professional Requirements

- Work in line with the school's Staff Code of Conduct.
- Actively support the work of the Linwood Teaching School Alliance.
- Have a duty of care to all young people.
- Support young peoples' health and well-being in line with Linwood School's policies.
- Perform duties as may be reasonably assigned to you by the Executive Headteacher.

Additional Information

The School

Linwood School is a group 8, day special school which comprises of a number of campuses. We welcome students from a wide geographical area and support a comprehensive range of special educational needs.

CHI- Classroom in the Heart of the Industry based at Marsham Court Hotel and Tesco (Riverside).

This is an industry programme to provide quality opportunities for young people to gain the skills they need for employment alongside gaining a meaningful portfolio of qualifications. It is a provision for students aged 16-19, predominately with more moderate learning needs.

Linwood Campus

Provides for 210 students aged 3-19. All students have an identified learning difficulty that manifests itself with a comprehensive range of special educational needs:

- *Speech, language and communication needs (SLCN)* including students with Autism and Asperger's
- *Cognition and learning needs* covering a wide range of needs, including moderate learning difficulties (MLD), severe learning difficulties (SLD), where children are likely to need support in all areas of the curriculum and associated difficulties with mobility and communication, through to profound and multiple learning difficulties (PMLD), where children are likely to have severe and complex learning difficulties as well as a physical disability or sensory impairment.
- *Specific learning difficulties (SpLD)* which affect one or more specific aspects of learning. This encompasses a range of conditions such as dyslexia, dyscalculia and dyspraxia.
- *Social, emotional and mental health needs.*
- *Sensory and/or physical needs.*

Littlewood Campus

Provides for 12 students aged 3-5, diagnosed with an autistic spectrum condition and associated learning difficulties.

Springwood Campus

Provides for 42 students aged 3-19, diagnosed with autistic spectrum condition and associated learning difficulties and 18 students with Asperger's Syndrome aged 7-16. The students may also have significant social communication difficulties, high anxiety and sensory needs that may impact on their behaviour.

Summerwood Campus

Provides for 30 students aged 16-19, who have a diagnosis of Asperger's Syndrome.

There is an Executive Headteacher and Head of Campuses who are supported by Linwood Senior Middle Leadership Team. In addition to the class teachers there is one HLTA and a large number of Teaching Assistants. The school has an administrative team who work under the direction of the School Business Manager.

The Aims of the School

The school aims to promote a caring and happy community in which all students feel valued. We strive to make learning a pleasurable and rewarding experience and to offer an opportunity for all students to develop as high a standard of achievement as individually possible. We aim to provide an environment which challenges students with high expectations, yet is sensitive to the needs of individuals and their varying circumstances, stages of development and abilities.

Equality of Opportunity

Each students has equality of opportunity and an entitlement to access a curriculum designed to meet individual needs.

Staff Development

All staff have the opportunity to extend their knowledge, skills and expertise in order to meet the aims of the school. There is a strong ethos of staff working together to share expertise.

Statutory Inspection

The school was inspected in June 2005, July 2008, March 2013 and January 2018. The reports can be found on the OFSTED website. The overall judgements were that the school is an 'outstanding' school in all respects and demonstrates a clear vision and enthusiasm for improvement and innovation.

The Appointment

Permanent, full time position.