



Ravenshall

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JOB DESCRIPTION

Title of post: DEPUTY HEADTEACHER

Leadership Spine - Competitive rates

Responsible to: Headteacher

Strategic Purpose:

To lead by example and provides inspiration and motivation to the school community by:

- proactively supporting and embedding the school ethos and associated policies;
- sharing responsibility for the development of whole school improvement initiatives;
- working in partnership with staff, governors, parents and other stakeholders to ensure that school improvement strategies are monitored and evaluated rigorously;
- ensuring that strategic planning takes account of the diversity values and aspiration of the school community;
- demonstrating a detailed knowledge of SEND – locally, regionally and nationally, anticipate trends and embrace future opportunities with a positive mindset;
- maintaining a highly informed approach to the development of initiatives relating to education and issues surrounding the needs of pupils with SEND

Leadership Responsibilities:

The Deputy Headteacher will in cooperation with, and under the direction of, the Headteacher:

- provide effective professional challenge and support to senior and other colleagues;
- provide information and advice to colleagues and the governing body and support robust accountability processes throughout the school;
- ensure that excellent teaching and learning of pupils/learners with SEND is at the heart of the school at all times and share responsibility for raising the quality of teaching and learning across the school by inspiring teachers to deliver quality teaching, promoting and encouraging creativity and innovation in the use of new technologies to enhance teaching and learning;
- promote a culture of ownership through rigorous self-evaluation across the school so that everyone feels accountable for their part in its success;



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Leading and managing staff:

To lead, motivate, support, challenge and develop staff across all phases of the school to ensure the best outcomes for children and young people with complex needs;

- building a collaborative culture which positively embraces change and progress through staff empowerment and teamwork;
- treating people fairly, equitably and with dignity and respect to create and maintain a positive school culture and to allow an appropriate work-life balance;
- creating a climate which enables staff to develop and maintain a passion for their careers in a SEND provision and confidence in their roles;
- making sure that teaching and learning ensures the highest standards in every students' learning and outcomes within the EHCP review process;
- supporting the development of positive working relationships with and between all staff and provide and sustain high levels of motivation;
- leading groups of staff in appropriate professional learning activities, and support career development opportunities through quality CPD;
- supporting the implementation of the school's Appraisal Policy and Teacher's Pay Policy;
- giving timely feedback to staff in a manner that recognises good practice and fully supports their progress against appraisal and professional objectives; resulting in a concrete impact on students' learning experiences and holistic outcomes;
- developing the role of subject leaders in their work of mentoring, curriculum development, teaching and learning, assessment and sustaining consistency.

Effective deployment of staff and resources:

The Deputy Headteacher will:

- support the appointment, deployment and development of staff to make the most effective use of their skills, expertise and experience and to ensure that all staff have a clear understanding of their roles and responsibilities;
- with the other DHT, manage the school effectively in the absence of the Headteacher;
- ensure pupil bandings are accurate and appropriate by leading the EHCP review process;
- work with all school leaders to identify priorities for expenditure and secure best value for money.



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Specific Responsibilities – Post 1

- ensuring that the curriculum development is a dynamic and creative process resulting in a provision that is both inclusive and academically challenging, meeting the changing needs of pupils and the changing requirements and pressures from the external environment;
- working with other school leaders, take responsibility for the successful implementation of cross curricular areas including vocational education, work-related learning and citizenship;
- leading the time tabling team to provide a challenging and appropriate curriculum for all our students;
- playing the lead role in ensuring that assessment arrangements are appropriate to the curriculum and meet the needs of students and parents;
- ensuring the whole school evaluation and monitoring procedures are rigorously applied and that they make substantial contribution to improving pupil and teacher performance.

Specific Responsibilities – Post 2

- ensure robust practice for safeguarding, wellbeing and welfare of children and young people. So that consistent and continual child protection and safe practice policies as adopted by the school are fully adhered to;
- to participate fully as Designated Safeguarding Lead;
- provide an effective partnership with parents, carers and external professionals to support and improve pupils' achievements and personal development, through the development of a highly effective range of communication systems;
- have a clear vision for creating innovative and successful Behaviour for Learning, pupil management, inclusion and partnership working initiatives to take the school forward.

As part of your wider duties and responsibilities you are required to promote and actively support the Councils responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting them from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. Safeguarding relates to everyone who may be vulnerable, not just the very old and the very young. Please click [here](#) to read our safeguarding policy.



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PERSON SPECIFICATION

Title of post: DEPUTY HEADTEACHER

		Application form	Interview	Essential(E)/ Desirable (D)
A	Education and qualifications			
1	A good honours degree	✓		E
2	Qualified teacher status	✓		E
3	Relevant higher degree	✓		D
4	Evidence of recent and relevant training in preparation for deputy headship	✓	✓	E
5	Substantial experience of highly effective teaching in a Special School setting	✓	✓	E
B	Qualities and knowledge			
6	A vision for education that is underpinned by a clear moral purpose	✓	✓	E
7	Successful recent strategic impact as a leader in a special educational needs setting	✓	✓	E
8	Optimism and the desire to find positive solutions to problems, often in pressurised and challenging circumstances	✓	✓	E
9	A comprehensive understanding of the current educational landscape, including national policy and safeguarding	✓	✓	E
10	Be able to analyse data meaningfully and act effectively on outcomes by leading colleagues in the planning and delivery of appropriate responses	✓	✓	E
11	Be articulate with excellent verbal and written communication skills and the ability to present effectively to a range of audiences	✓	✓	E
12	Be able to forge positive and purposeful relationships with students, staff, parents and governors and members of the local community	✓	✓	E
13	Be a visible and high-profile leader who models excellence and can support and challenge others to achieve this	✓	✓	E



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C	Pupils and staff			
14	Be ambitious for all our students, determined to overcome disadvantage and instil in all colleagues a strong sense of accountability for the impact of their work on student outcomes	✓	✓	E
15	Have a thorough understanding of the key features of effective learning, teaching and assessment and the ability to embed such practice across the school	✓	✓	E
16	Be able to employ and facilitate a wide range of positive behaviour management strategies that contribute to a focused and inclusive learning environment	✓	✓	E
17	Evidence of leading continued improvement in the attainment and progress of students in key areas of the curriculum and as determined in EHCP outcomes	✓	✓	E
18	Evidence of substantial and successful line-management experience that has developed the skills and competency of post-holders	✓	✓	E
19	Be able to create an environment in which colleagues are keen to develop their own skills and knowledge and to collaborate in their support of one another	✓	✓	E
20	Be able to hold all staff to account for their professional conduct and practice	✓	✓	E
21	Appreciate and promote the safety and wellbeing of all students and staff	✓	✓	E
D	Systems and processes			
22	Be able to maintain and further develop a safe, calm and ordered environment for students and staff that is rooted in the effective safeguarding of students and the promotion of their exemplary behaviour in school and the wider society	✓	✓	E
23	Have experience of effectively managing the performance of staff and addressing underperformance	✓	✓	E
24	Have experience of developing effective systems to identify and share outstanding practice	✓	✓	E
25	Have experience of successful contribution to whole school self-evaluation, including successfully leading and sustaining change in response to outcomes	✓	✓	E
26	Have experience of successfully working with governors in pursuit of whole school strategic objectives	✓	✓	D
27	Have experience of effectively monitoring the distribution of resources to meet strategic objectives	✓	✓	D
28	Understand how to distribute leadership across teams in a way that encourages responsibility and accountability	✓	✓	E



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E	The self-improving school system			
29	Experience of successfully working with external agencies to facilitate opportunities and improve outcomes for children and young people	✓	✓	D
30	The ability to work collaboratively with other schools to facilitate staff development, improve standards and share good practice in the field of SEND	✓	✓	E
31	Willingness to undertake an enhanced Disclosure and Barring Service check. Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process.	✓	✓	E

Head Teacher: Mrs J Tate

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