

Job Title	Deputy Head of School
Pay Grade/scale	L14-18
Actual salary pro-rata: (full-time equivalent):	N/A
Hours/weeks	
Location/Campus	Newbridge Upper School
Responsible to	CEO via Head of School

Job Purpose

In partnership with the CEO/Executive Headteacher and Heads of School, provide professional leadership and management to one site of the school which ensures the effective day to day organisation of the school, a high quality education for all pupils and continually improving standards of teaching and learning. To be responsible for the operation of the school in the absence of the Head of School.

Professional Duties

The professional duties of the Deputy Head of School are carried out in accordance with the terms and conditions of the current version of Part X of the School Teachers Pay and Conditions Document (DFE)

Duties

Strategic Leadership and Development of the School

- Work with the CEO/Executive Headteacher, Heads of School, Governing Body, staff and other stakeholders to create a clear vision, direction and operational framework for the school and establish the policies through which aims and objectives can be achieved.
- Work with the Heads of School in the creation, implementation, monitoring and evaluation of the school improvement plan, which identifies priorities and targets to ensure that pupils achieve high standards and make progress, increases the effectiveness of all staff and secures school improvement.
- To be a member of the school Senior Leadership Team and lead it in the absence of the Head of School
- To be the deputy Designated Safeguarding Lead

Teaching and Learning

- Undertake a teaching commitment within the school to be agreed with the Head of School, providing an excellent professional model as a classroom practitioner
- Participate in and facilitate internal and external systems of support and development e.g. peer reviews and observations and working to share excellent practice.
- Create an ethos which promotes and secures excellent standards of teaching, effective learning and high standards of achievement, behaviour and equality of opportunity.
- In agreement with the Head of School, lead the development of policy and practice in one or more aspects of teaching and learning at the school.
- Undertake a significant role to determine and implement the curriculum and its assessment; monitor and evaluate it in order to identify and act on areas in need of improvement.
- To lead a significant area of the school to be agreed with the Head of School.
- To take a lead role in the co-ordinating, monitoring and evaluation of the EHCP and Annual Review process at the school.
- Assist in the process of monitoring and evaluating the quality of teaching and standards of learning and achievement in order to set realistic and challenging targets for development/improvement.
- To assist the Heads of School to ensure that the transition for pupils at all phases is well planned and implemented, promoting consistency throughout the pupil's school journey.

- Promote joint working and work in collaboration with all those involved with the pupils including therapists and all other specialist agencies to ensure a holistic approach as appropriate.

Leadership and Management of Staff

- Work with the Head of School and the governing body to recruit staff of the highest quality.
- Advance equality of opportunity and promote good relations between people who have a protected characteristic and those who do not.
- To support the implementation of effective appraisal systems including setting targets and address performance issues as required.
- Provide high quality continuing professional development for all staff via a range of internal and external training and development opportunities.
- Oversee the development of staff to ensure appropriate staffing ratios are maintained effectively in a manner consistent with conditions of employment in order to ensure a high quality education to pupils.
- To be aware of the need for all staff to achieve a satisfactory balance between the time required to discharge their duties and the time required to pursue their personal interests outside work.
- To co-ordinate arrangements for student placements and volunteers in school including ensuring the appropriate safeguarding and risk assessments are in place.

Management of the Premises and Resources

- Work alongside the Head of School and Senior Leadership Team to manage and organise the accommodation and resources of the school effectively, to ensure that they meet the needs of the curriculum and health and safety regulations and improve the quality of education and pupils' achievements.

Parents and the Wider Community

- Ensure parents and carers are well informed about the school curriculum, pupil attainment and progress and the contribution they can make to their child's learning and development.
- To take a leading role with the Heads of School to co-ordinate strategies for working in partnership with all stakeholders and maximise to opportunities to improve pupil's learning, independence and well-being.
- Actively seek opportunities to develop and foster links with the wider community and opportunities for Newbridge pupils to participate in a range of activities and projects

Accountability

- Provide information to the Schools Committee and Governors to enable them to meet their responsibilities.
- Assist the Head of School to account for the efficiency, effectiveness and performance of the school to governors, the Trust Board, parents, staff, and other agencies as appropriate.

Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Ensuring that the confidential information is kept secure and in line with General Data Protection Regulations (GDPR) guidance
- Be aware of and support difference and ensure equal opportunities for all

- Actively promote the vision and values of the school, acting as an ambassador for these at all times.

Person Specification

Qualifications and Training

- Qualified Teacher Status (QTS/QTLS) with evidence of further professional development in the education of pupils with complex learning difficulties including those with severe and profound learning difficulties, Autistic Spectrum Disorders and associated behaviour.
- Further experience of Leadership in schools/educational establishments.

Experience

- Teaching experience in field of complex special educational needs
- Experience and evidence of successful leadership and management in an educational setting

Knowledge and Skills

- Excellent classroom practitioner with the ability to demonstrate wide-ranging knowledge of specialist teaching strategies for pupil with a range of complex SEND.
- Full working knowledge of policies, codes of practice, legislation and current trends in the education of children with complex learning difficulties
- Ability to organise, lead, motivate and support all staff and to work effectively as part of a team
- Excellent communication and negotiation skills, able to problem solve in a diplomatic and sensitive manner
- Have a solution focussed and proactive approach in a variety of contexts
- Demonstrate excellent communication skills and be able to use ICT to promote this

Other requirements:

- Willingness to take part in the corporate life of the school including social and fundraising events.
- Have an up-to-date Enhanced DBS Disclosure which the school will apply for if appointed to the role
- Present a professional and friendly disposition acting with integrity at all times
- Demonstrate resilience, flexibility and adaptability in a range of contexts
- Have the drive to develop own skills and practice including taking part in accredited learning and development e.g. in National Professional Qualifications
- The school is committed to Safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment