



Welcome to The Livity School

Thank you for your interest in the Deputy Headteacher Vacancy. We have prepared this information about our school and hope that you will want to visit to meet the Headteacher, pupils and staff. We are looking for a candidate with experience of successful senior leadership, gained in special education. Someone who can bring their experience of operational management and strategic leadership to support the Headteacher move the school from “Good to Outstanding”.

Livity – is a street word taken from the Rastafarian meaning “Living Life Positively”

The Livity School is Lambeth’s primary complex needs school, it is a busy, active, fun school for children with a variety of needs, including children with severe learning difficulties, autism, profound and multiple learning difficulties and medical needs. We currently have 87 pupils on roll aged between 2 and 11 years. Pupils are grouped in classes according to age and need, across the Early Years and Key Stages 1 and 2.

The Livity School therefore needs a Deputy Headteacher who is an experienced practitioner; having previously successfully met the needs of complex needs pupils. The successful candidate will join our Senior Leadership Team and require vision and creativity to help The Livity School develop its’ offer, embed good practice and enhance the curriculum. They will need to be a strong team member, motivating and training staff, enabling the school have the best possible impact on the education of all its pupils.

At The Livity School.....

We aim to provide a broad, balanced curriculum for foundation stage and primary age pupils meeting individual needs

We have high expectations of our pupils and aim to challenge them positively

We respect and value our pupils' acknowledging and celebrating their achievements

We will be sensitive to and cater for the health, physical and emotional needs of all our pupils

We recognise and celebrate our pupils religious and cultural diversity

Are you the right person to join our team?

Visits from interested applicants are most welcome and can be arranged by contacting Brenda Mckenzie on 0208 769 1009 or email bmckenzie@thelivivity.lambeth.sch.uk

Closing date for receipt of applications: 8th May 2018 at 12:00 noon
Interview date: 15th May 2018

Please ensure that you address all the criteria on the Person Specification. If you are shortlisted references will be taken up before you attend the interview.

Lambeth Council is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and external agencies to share this commitment.

Successful candidates will be asked to apply for an Enhanced Disclosure from the Disclosure and Barring Service. Further information about the disclosure can be found at www.gov.uk/db

Job Description: Deputy Headteacher The Livity School

The particular duties and responsibilities set out in this job description are to be carried out in addition to the professional duties of a teacher as provided for in the School Teachers Pay and Conditions document.

Key Purpose

- To assist the Headteacher in the leadership and management of the school and in all aspects of school improvement, including taking full responsibility for the school in the absence of the Headteacher.
- To take responsibility for leading and managing teaching and learning, under the overall direction of the Headteacher.
- To be aware of national developments and local initiatives and be able to demonstrate these practically and discuss their implementation with the Headteacher, staff, governors, parents and others, where necessary.
- To be responsible for the organisational, administrative and managerial duties in collaboration with the Headteacher.

Shaping the Future

- To assist the head teacher in shaping a vision and direction for the school, setting out very high expectations and with a clear focus on pupil learning and achievement.
- To have a significant role in setting the aims and objectives for the school and formulating the School Improvement Plan along with the Headteacher, governors and other senior staff.
- To take responsibility for developing and monitoring school policies and procedures in agreement with the head teacher.
- To assist the Headteacher in school self-review and evaluation.
- To participate in recruitment and selection as agreed with the Headteacher.
- To motivate colleagues and pupils to raise attainment and aspirations.
- To meet with the Headteacher regularly and maintain clear shared priorities to support in the overall organisation of the school
- To develop and implement appropriate performance management strategies.
- To drive the implementation of the School Improvement Plan

Leading, Learning and Teaching

- Make a significant contribution to the school's CPD programme, deliver training and INSET as required and facilitate working with individuals and teams of people in a variety of professional development activities.
- Maintain an informed view of standards and the quality of teaching and learning across the school by monitoring pupils' work and teachers' planning and teaching.
- Provide guidance and support to other leaders and staff in order to improve the quality of teaching and learning.
- Actively promote equality of opportunity by assisting the Headteacher in ensuring the school's curriculum provides the best possible education for all its pupils, taking into account all elements that affect learning including: ethnicity, gender, the differing Special Educational Needs and Disabilities, pupils learning English as an additional language.
- Provide in class support for colleagues through demonstration lessons, team teaching, planning support, lesson observations and feedback as required.
- Promote the spiritual, moral, social and cultural development of pupils
- Provide a strong role model of high quality teaching throughout the school
- Maintain high expectations of pupil achievement and behaviour

- Lead in the analysis of and reporting on data performance trends within core subjects across the whole school
- Organise, maintain and develop school systems used for the collection and collation of school data
- Lead with other senior staff on curriculum development.

Developing self and working with others

- Inspire, motivate and influence staff and pupils, taking a leading role in maintaining the highest standards of teaching, learning and pupil discipline.
- To be an excellent role model for all members of staff and pupils in all aspects of school life.
- To actively promote the aims of the school.
- Offer guidance and support to colleagues.
- To provide effective leadership and management of teams of staff as agreed with the Headteacher.
- Support the Assistant Headteacher and phase leaders in developing their role in relation to raising standards.
- Oversee the Induction process of newly qualified staff and students.
- Keep abreast of new initiatives on a local and National level by attending and contributing to a variety of CPD activities.

Managing the Organisation

- To assist the Headteacher in all aspects of the day-to-day management and organisation of the school.
- To deputise for the head teacher in the event of absence or unavailability by carrying out leadership and management tasks in accordance with school policy and practice.
- To undertake a significant role in maintaining a high standard of pupils' behaviour and discipline as school policy and support colleagues as necessary.
- Line manage – Mealtime Supervisors and others
- Produce clear, strategic improvement plans for the development of the school.
- To lead and co-ordinate whole school events and take assemblies
- To work with the SLT to maintain a programme of monitoring and evaluation of Schemes of Work, delivery of the curriculum and the quality of teaching, learning and standards attained by children across the whole school.
- Ensure the maintenance of good order in the school and promote strategies to improve the behaviour of children
- To maintain an overview of the school's curriculum, teaching and assessment policies and review with staff or revise as and when necessary
- To support the pastoral and personal welfare of staff
- To lead the development of the school ethos

Securing Accountability

- Use a range of evidence, including performance data to support, monitor, evaluate and improve aspects of the school, including challenging poor performance.
- Assist the Headteacher in analysing data across the school for all pupil groups in order to track and monitor underperformance and set school improvement priorities.
- Assists the Headteacher in using quality assurance systems including self-review, self-evaluation and performance management.
- To raise standards of achievement and attainment throughout the school
- To monitor the work and progress of teachers.
- To monitor work and progress of Teaching Assistants
- To encourage the evaluation and sharing of good practice.

Strengthening Community

- Take a leading role in improving the involvement and feedback from parents, carers and the wider school community
- Evaluate and act upon feedback from parents and carers as part of the school's self-review.
- To liaise effectively with parents and carers to ensure good relationships between home and school in order to improve teaching, learning and behaviour.
- To build and maintain strong links and communicate effectively with parents, governors, other schools and the wider community
- To liaise as necessary with external agencies and departments within the Local Authority

Safeguarding

- To take a lead in safeguarding children.
- Ensure the health & safety of pupils on school premises and when engaged in activities elsewhere.
- To fulfil the responsibility of Educational Visits Coordinator
- To develop systems within the school that support positive behaviour and ensure that school staff maintain the capability to manage challenging behaviour effectively and safely.
- Make effective risk assessments and plan procedures with the safety and security of the school community at the centre of decisions made.

This Job Description will be reviewed annually in consultation with the Headteacher and Governors according to the changing needs of the school as outline in the School Improvement Plan.



Person Specification: Deputy Headteacher The Livity School

| FACTORS | ESSENTIAL | DESIRABLE | HOW MEASURED |
|---|---|---|---|
| EXPERIENCE | <ul style="list-style-type: none"> • Experience of teaching children under 11years with Complex SEND in a special educational setting. • Successful involvement in senior leadership and management of a primary special school • Proven leadership of school improvement and raising standards • Experience of delivering the government's agendas • Evidence of excellence in the leadership and management of a specialist area • Experience of analysis of data and use of data to raise standards • Proven ability to lead and manage | <ul style="list-style-type: none"> • Special School experience to include PMLD, SLD and ASD • Senior leadership experience of 3 years + • Experience of building and maintaining effective relationships with parents and the community that enhances the education of all pupils • A wide variety of curriculum / phase leadership | <ul style="list-style-type: none"> • Application form • Interview • References |
| EDUCATION, TRAINING & QUALIFICATIONS | <ul style="list-style-type: none"> • Qualified teacher status • A demonstrable commitment to own continuing professional development - Recent and relevant courses undertaken | <ul style="list-style-type: none"> • Degree/Post Grad Diploma/Masters • Post-qualification award-bearing INSET • Recent and relevant training and development in leadership and management • Relevant Special Needs related qualifications | <ul style="list-style-type: none"> • Application Form • Interview • References |

| FACTORS | ESSENTIAL | DESIRABLE | HOW MEASURED |
|-----------------------------|---|--|---|
| KNOWLEDGE AND SKILLS | <ul style="list-style-type: none"> • Outstanding classroom teacher • Proven skills in use of effective learning and teaching techniques • Understanding and successful implementation of a range of behaviour management strategies • A good knowledge of school curriculum Early years KS1 and KS2 and ability to adapt this to meet a variety of SEND. • Ability to develop and lead in curriculum development • Proven use of assessment data to identify needs and improve pupil progress • Well developed interpersonal and communication skills (including written, oral and ICT). • Ability to monitor the quality of teaching and learning <ul style="list-style-type: none"> • Ability to motivate staff • Understanding of the work of other agencies and awareness of opportunities for collaboration • Understanding of Complex Medical Needs | <ul style="list-style-type: none"> • Strategies to promote individual and team development <ul style="list-style-type: none"> • Leadership skills which will inspire and motivate • Ability to lead INSET • Experience of partnership working to secure the involvement of families and the wider community | <ul style="list-style-type: none"> • Application form • Interview • References |

| FACTORS | ESSENTIAL | DESIRABLE | HOW MEASURED |
|----------------------------------|--|--|--|
| LEADERSHIP AND MANAGEMENT | <ul style="list-style-type: none"> • Knowledge and understanding of current educational priorities and developments, to include Education Health Care plans and SEND agenda • Understanding of how to adapt the National Curriculum to incorporate appropriate elements into a curriculum fit for pupils with complex SEND • Proven successful involvement in leading elements of School Improvement Planning • Successful management of strategies for monitoring the quality of teaching and learning, pupil outcomes and quality of provision • Demonstrate the principles and practice of effective teaching to other staff • Clear knowledge and understanding of Child protection and safeguarding | <ul style="list-style-type: none"> • Awareness of staff development processes; personnel issues; health and safety issues • Working with, and understanding the role of School Governors/Sub Committees • Vision for change, creativity and innovation • Clear vision and philosophy to help develop the school, to include; Pupil Management, Behaviour, School Improvement, Inclusion, Diversity and Partnership working • Successful liaison with the local community • Understanding of School Self Evaluation, combining the outcomes of regular school self-reviews with external evaluations in order to develop the school • An understanding and knowledge of budgetary issues | <ul style="list-style-type: none"> • Application form • Interview • References • |
| PERSONAL/ SOCIAL | <ul style="list-style-type: none"> • Evidence of excellent interpersonal and organisational skills within a range of situations • Proven ability to work with, lead and inspire others • Experience of leading initiatives with the wider school community • Emotional resilience and optimism in working with SEND students. • Proactive in the development of positive strategies to improve the behaviour of pupils | <ul style="list-style-type: none"> • Willing to undertake extra-curricular activities and to support those undertaken by colleagues • Awareness of and willingness to work with wider school community | <ul style="list-style-type: none"> • Application form • Interview • References |

| FACTORS | ESSENTIAL | DESIRABLE | HOW MEASURED |
|---------------------------|--|---|---|
| PERSONAL QUALITIES | <ul style="list-style-type: none"> • Ability to analyse evaluate and make sound judgements • Reliable, honest, efficient, well organised • Ability to respond to a challenge • Caring and understanding approach • Enthusiastic imaginative forward looking and hard working • Commitment to the shared vision of the school | <ul style="list-style-type: none"> • Adaptable, versatile and flexible | <ul style="list-style-type: none"> • Application form • Interview • References |

