** GREENMEAD SCHOOL**

**JOB DESCRIPTION**

**Job title: Deputy Headteacher**

**Responsible to: The Headteacher, Governing Body and LA**

**Salary Range: Leadership Scale L10-L15**

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Headteacher by agreement, to reflect or anticipate changes in the job, commensurate with salary and title. This job description will be reviewed at least annually as part of your performance management programme.

**Main Purpose:**

1. **Strategic Direction of Greenmead School**
   1. Work closely with the Headteacher in developing the strategic vision of the school and ensure the vision of the school is communicated and clarified to all stakeholders.
   2. Formulate the school improvement plan and school self-evaluation. Work with staff, parents and governors ensure effect sustainable school improvement and efficient management of school resources.
   3. Hold and articulate clear values and moral purpose, focused on providing high quality education for the pupils at Greenmead School;
   4. Have the ability to effectively support and challenge staff  whilst retaining loyalty to headteacher and school leadership team decisions;
   5. Contribute to planning for the school’s future needs and further develop and monitor the plans already in place;
   6. Liaise with our co-located school, Ronald Ross, to create, promote, evaluate and develop inclusive teaching and learning opportunities for pupils and staff from both schools and further develop positive relationships between our two schools;
   7. Provide information, objective advice and support to the Headteacher to secure effective teaching and learning, improved standards of achievement, efficiency and value for money are met;
   8. Work closely with the Headteacher, Governors and School Business Manager in strategic planning, budget preparation and monitoring, and effective budget management;
   9. Monitor, evaluate and review the impact of school policies, priorities and targets, taking or advising action when necessary;
   10. Ensure that parents are well-informed about the curriculum, their child’s attainment and progress and about the contributions they can make to support their child’s progress.
   11. Meet with the Headteacher and the school leadership team on a regular basis to discuss matters of policy, organisation and development.
2. **Teaching and Learning**
   1. Take a whole school responsibility for developing and promoting teaching and learning for pupils with specific SEND (e.g. PD/SLD/PMLD);

* 1. Coaching teachers across the school to improve their practice;
  2. Provide leadership to facilitate school-school support and working to enhance pupil outcomes;
  3. Promote, develop and ensure high quality delivery of a curriculum appropriate to the needs of the pupils at Greenmead. Determine, organise and implement its’ assessment, monitoring and evaluation in order to identify and act on areas for improvement;
  4. Work in liaison with the school’s assessment co-ordinator to use data to make whole school improvements to teaching and learning; ensure consistent practice across school and be able to identify areas of CPD;
  5. Work with the Headteacher to create and maintain environments which promote and secure good teaching, effective learning, high standards of achievement and good behaviour for learning throughout school;
  6. Undertake a teaching duties to cover teachers where necessary providing a professional model, clearly demonstrating effective teaching, classroom organisation and display, and high standards of achievement;

1. **Leading and managing staff**
   1. Create and develop an ethos and culture in which all staff recognise that they contribute to and are accountable for the success of the school including improving the quality of education provided and standards achieved and ensuring that constructive working relationships are formed and maintained;
   2. Share with the Headteacher the responsibility for supporting and promoting the well-being of all staff.
   3. Plan, allocate, support and evaluate work undertaken by individuals, groups and teams, ensuring that there is clear delegation of tasks and devolution of responsibilities;
   4. Manage and monitor the use of staff and resources effectively and efficiently, taking a lead on arranging and managing staff cover and working with relevant agencies;
   5. Assist the Headteacher in monitoring and supporting the work of the staff team to identify individual and institutional staff training needs and requirements and the sharing of expertise ensuring the implementation of statutory and local frameworks for staff appraisal and performance management;
   6. Motivate and enable teachers, including senior and middle leaders and support staff to develop expertise in their respective roles through high-quality continuing professional development;
   7. Work with the Headteacher to ensure strong succession-planning, including a commitment to grow future leaders;
   8. Sustain motivation of self and other staff;
   9. Ensure that professional duties are fulfilled, as specified in the most recent Terms and Conditions of Service of Teachers, in line with teaching standards (2011).
2. **Community**
   1. Liaise with the named contact at Ronald Ross School to develop and further the partnership working and inclusion activities and opportunities for the benefit of the pupils and staff from both schools;
   2. With the Headteacher work collaboratively with Therapy and other Health colleagues to maximise their input and impact with pupils and to contribute to service specifications and reviews for commissioners;
   3. Work with the Headteacher to develop a school culture which continues to promote equality and diversity and reflects its wider community;
   4. Facilitate the access for parents and carers, partner organisations, community groups, businesses or other organisations into the schools to enrich the academic, spiritual, moral, social, emotional and cultural wellbeing of the pupils and their families;
   5. Co-operate and work with relevant agencies to protect children. Be the Designated Lead Professional for Safeguarding, keep up-to-date with relevant legislation and guidance and monitor and advise the Headteacher on issues relating to pupil safeguarding and wellbeing following the child protection procedures adopted by the school;
   6. Collaborate with other agencies to promote the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families;
   7. Develop links and partnerships with other local special schools to enhance and share good practice and to foster school to school support networks;
   8. Work in partnership with the Governing Body, attending meetings to represent Greenmead School as directed by the Headteacher;
   9. Lead and take responsibility for safeguarding and child protection procedures, training and referral processes and to work in close partnership with parents, multi-agencies and staff to ensure that the safety of all children are paramount.
3. **General**
   1. Undertake, as necessary, the full range of professional duties of the Headteacher in the event of their absence;
   2. Undertake any professional duty of the Headteacher which may be delegated;
   3. The responsibilities listed above are the basic essentials of the post; it is always open to the post-holder to propose ways of extending these responsibilities.