



WITHERSLACK GROUP JOB DESCRIPTION

POST TITLE: Deputy Head Teacher

LIAISON WITH: Senior Leaders in Schools and Homes; Group Office Staff and other Deputy Head Teachers.

RESPONSIBLE TO: Head Teacher

OVERALL RESPONSIBILITIES

The Deputy Head (Education) will operate under the reasonable direction of, and be immediately responsible to, the Head Teacher and is employed by the Witherslack Group. The Deputy Head shall carry out their professional duties in accordance with and subject to:

- The provisions of the Education Acts 1994-1998 and any orders and effects made from Government legislation.
- Teachers' Standards (2012).
- The policies and practices of the Witherslack Group, which are in accordance with current initiatives and legislation.
- The Deputy Head (Education) will take an active role in disciplinary matters enhancing the general ethos of the school.
- The Deputy Head (Education) will assist the Head Teacher in ensuring the educational and social needs of all pupils are effectively met.

GENERAL DUTIES

- To assist the Head Teacher in leading and managing the school.
- To assist the Head Teacher in formulating the overall aims and objectives of the school and policies for their implementation.
- To assist the Head Teacher in developing good relationships with local authorities, local community and the parents of its pupils.
- To assist the Head Teacher in the internal organisation, leadership, management and control of the school.
- To be a member of the school's Core and Extended Leadership Teams and to take overall responsibility for the school as required.
- To teach in accordance with the timetable.
- To carry out any other reasonable duties that may be specified from time to time by the Head Teacher.

SPECIFIC RESPONSIBILITIES

Appointment of staff

- Participation in the selection and appointment of the staff of the school where appropriate in line with safer recruitment procedures.

Management of staff

- Deployment of Teachers and Teaching and Learning Assistants, in conjunction with the Head Teacher, Assistant Head Teacher and supported by the Pastoral Manager.
- Management, development and supervision of Teachers.
- Management, development, supervision and appraisal of Teaching and Learning Assistants in conjunction with the Special Needs Co-ordinator.
- Management, development of Office staff.

Policies and procedures

- To assist the Head Teacher in ensuring that practices, policies and procedures are followed, evaluated and developed and are effective in meeting the individual needs of the children.

Curriculum

- To organise an appropriate secular curriculum for the school having regard to the needs, experience, interests, aptitudes and stage of development of the pupils and the resources of the school.
- To monitor the quality and effectiveness of planning systems, i.e. schemes of work, curriculum statements and individual pupil records for the delivery of the school's curriculum, taking into account the individual needs of the pupils.
- To monitor the effectiveness of assessment systems and thereby pupil progress.

The school day

- To co-ordinate and monitor the school day, including the deployment of the day school support staff, supervision of school breaks and the effective management of pupils out of class in conjunction with the Pastoral Manager.

Residential/Pastoral Care

In conjunction with the School Leadership Team

- To determine and implement a policy for the pastoral care of residential and day pupils, in accordance with Group and School policies.
- To ensure that the physical, social, emotional and behavioural needs of the pupils are met through the extended curriculum.
- To ensure a consistent staff approach with effective communication between teaching staff, care staff and their managers.
- To be responsible for the management of the site on a rota basis.

Performance management

- To evaluate the standards of teaching and learning through Performance Management, ensuring that proper standards of professional practice are established and maintained within the educational provision of the school.
- To evaluate the quality of teaching and learning
- To evaluate and develop the quality of teaching and learning across the curriculum in conjunction with the senior leadership team and educational managers.

Training and development of staff

- To ensure that all teaching staff and Teaching and Learning Assistants have access to advice and training appropriate to their needs, in accordance with the policies of the Witherslack Group.

Pupil progress

- To ensure the development of pupil progress files and Records of Achievement in order to monitor and record the progress of pupils.
- To ensure the development of rigorous assessment systems for the recording and planning of pupil progress.

School targets

- To liaise with the Head Teacher on the setting of whole school targets and individual pupil targets.

Individual care and education plans

- To update and monitor Individual Pupil Care and Education Plans in conjunction with the SENCO, Head of Care and Head Teacher.

Discipline

- In conjunction with the Head Teacher, to promote among the pupils self-discipline and proper regard for authority encouraging good behaviour on the part of pupils, ensuring that standards of behaviour among the pupils are acceptable and that members of staff are aware of the policy in respect of discipline.
- To take an active part in disciplinary matters enhancing the general ethos of the school.

Relationships with parents and external agencies

- To promote effective relationships with parents, LAs, DfE, Social Service agencies and the community.
- To make arrangements for parents and LAs to be consulted and given regular information about the school curriculum and the progress of their pupils so as to promote common understanding of its aims.
- To develop and maintain liaison with other schools and further education establishments with which the school has a relationship.

Resources

- To allocate, control and account for the educational resources of the school.

Teaching

- To participate to such an extent as may be appropriate in the teaching of pupils in the school.

Core leadership and extended leadership teams

- To be a member of the school's Core and Extended Leadership Team and take overall responsibility for the school as required.

Professional meetings

- To chair and minute, with clear action points, weekly Education team meetings, and to chair on behalf of the Head Teacher any other meetings in their absence.
- To chair and/or participate in Annual Education Reviews, Children's Services Care Reviews and Planning Meetings where appropriate.

Working time

- The Deputy Head (Education) will be required to work 195 days per year and be available to cover holiday periods on a rota basis with the Senior Leadership Team.

SAFEGUARDING

This post is subject to an Enhanced Disclosure check.

Witherslack Group is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As part of the selection process we will undertake checks to ensure that you do not pose of risk of harm to children and young people.

The post-holder will be expected to contribute to safeguarding children and young people and promoting their welfare of children in accordance with the agreed Child Protection Policy for the setting. Any issues or concerns are reported to their Designated Safeguarding Lead or any Deputy Safeguarding Lead. In the Children's homes, where the Designated Safeguarding Lead or the deputy Designated Safeguarding Lead is not available, and then it would be reported to the senior on duty.

REVIEW

This job description will be reviewed at least once per year and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the establishment in relation to the post holder's professional responsibilities, duties and grading.

ACKNOWLEDGEMENT

Employee Signature.....

(Print Name) Date

Manager Signature.....

(Print Name) Date

Person Specification for the post of: Deputy Head (Education)

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Minimum of 5 years' teaching experience • Minimum of 2 years' leadership and management experience • Experience of liaison with outside agencies and parents 	<ul style="list-style-type: none"> • 2 years' experience in special schools catering for BESD/ASC/challenging behaviour
Education / Training / Qualifications	<ul style="list-style-type: none"> • Qualified Teacher Status • Ability to complete Team Teach Training Course 	<ul style="list-style-type: none"> • Team Teach qualified • Management training e.g. NPQH/NPQSL
Specialist Knowledge	<ul style="list-style-type: none"> • Awareness of all relevant government initiatives • Knowledge and experience of current good practise and development in SEN • Awareness of practices and procedures relating to the welfare and safety of children 	<ul style="list-style-type: none"> • Knowledge of BESD and ASC issues
Skills - Disposition	<ul style="list-style-type: none"> • Outstanding leadership and management skills • Experience in monitoring, evaluating and reviewing the quality of teaching and learning • Ability to make decisions within defined parameters • Excellent organisational and communication skills • Experience of managing and using pupil attainment and tracking data • Outstanding teacher • Ability to coordinate and motivate a team • Proficient in ICT skills • Ability to deliver INSET 	<ul style="list-style-type: none"> • Proven ability in building and leading teams
Working Arrangements / Physical Requirements	<ul style="list-style-type: none"> • Approachable and adaptable • Ability to show initiative • Ability to work effectively under pressure • Flexibility to extend working day when required • Ability to cover on call duties (school holiday cover, evenings and weekends) • Ability to attend inter-agency meetings outside working hours • Emotionally resilient • Good level of physical fitness (particularly with regard to Restrictive Physical Interventions) 	<ul style="list-style-type: none"> • Available for training courses outside of working hours • Available for relevant meetings outside of working hours