

JOB DESCRIPTION

DEPUTY HEAD TEACHER - DAY SCHOOLS

Job Title	Deputy Headteacher
Responsible to	Headteacher
Responsible for	Education Staff within the School
Key Internal Contacts	Other staff within the education team Staff in other departments within the centre Staff in other Centres in the Region Central Office Staff
Key External Contacts	Service user relatives, advocates and others Placing Authorities and Service Providers Registration, Regulatory and Inspection bodies Local Services – Statutory, voluntary and Community Neighbours

JOB PURPOSE

To provide a high quality education service for our students in accordance with Company policies, procedures and practices and the standards set by the Regulatory Body. To work with the Head Teacher, leadership team and other stakeholders to secure high standards throughout the school.

KEY TASK AREAS AND RESPONSIBILITIES

- To comply with good safeguarding procedures and principles as detailed by the local safeguarding board.
- To act as Exams Officer, or second officer, assisting in the organisation and effective running of examination periods.
- To have oversight of staff training and maintain an accurate and compliant staff training matrix.
- To be responsible for whole school calendars and the leadership schedule: ensuring timely organisation and forward planning of key events and deadlines for leaders and the wider staff team.
- Responding to serious incidents within school coordinating post-incident support and action.
- To have responsibility for effective risk management of offsite visits and work with the EVC coordinator to ensure staff confidently plan and conduct safe and enjoyable experiences for pupils.
- To participate in the process of assessment of referrals and admissions.
- To support the Headteacher to strategically lead on various areas across the school, e.g. Behaviour and Attitudes
- To act as the Lead for positive behaviour support across the school.
- To work as a key member of the multi-disciplinary team which encompasses education and clinical team.
- To monitor progress and targets to ensure that each individual pupil is able to achieve planned outcomes.

- To work with the clinical, SENCo and wider staff to monitor each individual pupil's Top Documents such as Behaviour Support Plan: offering advice, support, consultation and where necessary and ensuring they are kept under review and updated.
- To maintain effective links with external colleagues, both within the Outcomes First Group and in other organisations.
- To work positively with families, carers, all stakeholders, and others involved with the pupils.
- To ensure that appropriate standards are maintained, especially in relation to education and clinical programme for pupils, in accordance with company policies.
- To working collaboratively with the Head Teacher, Deputy Headteacher and wider leadership team to secure high standards in all aspects of the life of the school.
- To adhere to the Special Education Needs Code of Practice and other relevant legislation.
- To carry out teaching duties in accordance with the school's schemes of work and National Curriculum.
- To liaise with colleagues and line manage staff accordingly.
- To model and promote good practice in teaching and learning.
- To work with the Head Teacher, Deputy Headteacher and leadership team to ensure that all staff follow the school's policy for Planning, Assessment, Recording and Reporting.
- Assist in the recruitment, training and ongoing development of staff
- Undertake agreed delegated management responsibilities on an ongoing basis, in support of the Line Manager, for example supervisions, annual appraisals, probation reviews, return to work meetings and manage sickness and absenteeism, involvement in disciplinary, capability, grievance and other people management procedures in accordance with Company policy.
- Support the Line Manager in exercising their responsibilities, including deputising and representing the school as required.
- Raising awareness of Company policies and procedures and standards set by the Regulatory Body to staff members.
- Responding to parental and stakeholder complaints and compliments.
- To be responsible for the organisation and oversight of whole school events.
- Provide regular supervision and annual appraisals in accordance with company policies and standards set by the Regulatory Body
- Conduct Return to Work meetings for direct reports manage sickness and absenteeism in accordance with Company policy
- Ensure that managers carry out supervisions, probation reviews, annual appraisals, return to work meetings and manage their staff in line with Company policy and standards set by the Regulatory Body
- Ensure that managers conduct regular team meetings in line with Company policy and standards set by the Regulatory Body
- Delegate responsibilities based on competence of staff and needs of the Company and review in order to promote teamwork and communication, in accordance with Company policy
- Ensure that staff exhibit the Company values and uphold standards of behaviour in accordance with Company policies General

- Ensure awareness that the service operates to agreed budgets and contribute to keeping within these budgets as instructed
- Exercises vigilance in respect of Health and Safety and promptly report all hazards and/or remedying them where appropriate. Undertake all duties in a manner calculated to minimise or avoid unnecessary risks, personally or to others.
- Operates at all times in accordance with company policies and procedures, with particular reference to Safeguarding, Child Protection, Whistleblowing, Complaints and Representations and Behaviour Policies
- Report issues and/or incidents relating to staff and Service Users that have arisen in the day promptly to the relevant Line Manager or appropriate person
- Participate in training and take responsibility for personal development
- Participate in team meetings, supervisions and annual reviews in accordance with Company policy and the standards set by the Regulatory Body
- Work to promote the centre as a valued, professional asset within its community and also to promote a culture that individuals and staff conduct themselves at all times in a manner that reinforces this image
- Ensure that all actions are in the interests of the Service Users and the Company.
- To work to and exhibit the Company values and maintain standards of behaviour in accordance with Company policies, procedures and practices
- To carry out any other reasonable and relevant duties as required

Staff

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General

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**PERSON SPECIFICATION
DEPUTY HEAD TEACHER**

Experience	Essential	Desirable
Relevant experience in the specialist area of service i.e relevant experience of working with young people/young adults with Autistic spectrum disorders and/or challenging behaviours	✓	
Experience of Estyn/Ofsted procedures/inspections	✓	
Experience of working within a residential school		✓
Experience of Managing staff	✓	
Managing budgets effectively and ensuring cost of efficiency		✓
Skills, Knowledge and Aptitudes		
Good Knowledge of people management practises	✓	
Effective Leadership skill	✓	
Ability to motivate a team and individuals	✓	
Effective communication skills, verbal and written	✓	
Good IT skills	✓	
Good Organisation and time management skills	✓	
Excellent decision making skills	✓	
Change management skills	✓	
Ability to work independently and a part of a team	✓	
Good knowledge of safeguarding procedures	✓	
Good knowledge of the relevant Regulatory Body Legislations	✓	
Qualifications and Training		
Nationally recognised degree and school based teaching qualifications	✓	
Relevant qualifications for the specific service/sector	✓	
Willingness to work towards further qualifications as required, group induction training on commencement	✓	
Other		
Commitment to the company values	✓	
Driving Licence	✓	

