

DEPUTY HEADTEACHER – QUALITY OF EDUCATION, PUPIL PROGRESS AND OUTCOMES

JOB DESCRIPTION

Reports To

Headteacher

Location

Hillingdon Manor School, Hillingdon

Contract Type

Full Time, Permanent

Salary

Up to £65,000 per annum, dependent upon experience, qualifications and successful track record in senior leadership.

About Hillingdon Manor School

Hillingdon Manor School is an independent specialist school for autistic pupils aged 11 to 19, with a capacity of 170 pupils across two sites in Hillingdon. We provide a personalised, autism-specific education through small class sizes, tailored learning pathways and a highly skilled multidisciplinary team. Our adapted curriculum is designed to meet the individual needs of every pupil, enabling them to develop the skills, confidence and independence needed to achieve their full potential in education and life. Guided by our values of Ready, Respectful and Safe, we create a positive, supportive and inclusive environment where pupils can thrive.

Job Purpose

The Deputy Headteacher will provide strategic leadership for pupil progress, attainment and outcomes. The postholder will ensure the quality and integrity of assessment evidence, oversee the timely collection and analysis of pupil performance data, and use findings to inform curriculum development, identify priorities for improvement and drive positive educational outcomes. All actions, monitoring activities and quality assurance processes will be aligned with the ISI Inspection Framework and Independent School Standards.

Strategic Leadership

- Deputise for the Headteacher as required.
- Support strategic leadership and implementation of the School Development Plan.
- Contributing to the School's SEF and providing relevant evidence as required.
- Lead whole-school improvement priorities relating to Teaching, Learning and Curriculum. Including holding lead responsibility for oversight of AQA/ASDAN.
- Promote the school vision, values and culture.
- Ensure compliance with Independent School Standards and support inspection readiness.

Pupil Progress and Outcomes

- Monitor and evaluate pupil progress, attainment and outcomes through robust assessment and quality assurance processes.
- Use attainment, attendance, engagement and EHCP data to identify strengths, address underachievement and improve outcomes.
- Ensure assessment information informs teaching, intervention planning and school improvement priorities.
- Report on pupil achievement and progress to leaders, governors and other stakeholders.
- Ensure preparation for adulthood remains embedded throughout the curriculum.

Quality Assurance and School Improvement

- Lead the school quality assurance framework.
- Oversee lesson observations, learning walks, work scrutiny and curriculum reviews.
- Analyse performance data and quality assurance findings.
- Hold leaders accountable for educational standards and outcomes.
- Produce reports for leaders and governors.
- Lead ISI readiness and review compliance against relevant standards.

Professional Development and Leadership Development

- Lead the school CPD strategy.
- Design and deliver high-quality professional development.
- Coach and mentor middle leaders.
- Promote reflective practice and continuous improvement.

Line Management Responsibilities

- Conduct performance management reviews.
- Support, challenge and develop staff.

- Promote staff wellbeing whilst maintaining accountability.

Safeguarding and Pupil Welfare

- Promote a culture where safeguarding is everyone's responsibility.
- Work alongside the DSL to maintain effective safeguarding systems.
- Ensure compliance with KCSIE and safeguarding procedures.

Person Specification

Essential Qualifications

- QTS or QTLS.
- Degree-level qualification.
- Holds or is actively working towards NPQH.

Essential Experience

- Minimum of three years' experience in a senior leadership role.
- Proven experience of leading teaching and learning, with a strong understanding of pupil attainment, progress and outcomes.
- Experience of quality assurance, self-evaluation and school improvement.
- Experience of managing, developing and holding staff accountable.

Essential Knowledge

- Strong understanding of curriculum design and effective teaching.
- Strong understanding of autism, adaptative learning and specialist educational provision.
- Knowledge of Independent School Standards and ISI framework.
- Excellent understanding of safeguarding requirements.

Essential Skills and Attributes

- Outstanding leadership and interpersonal skills.
- Flexible mindset and approaches to the working needs of the school.
- Strong analytical and evaluative skills.
- Strong IT literacy with the ability to oversee organisational systems, analyse data and maintain accurate records.
- Excellent communication skills.
- Ability to lead change and secure sustainable improvement.
- Commitment to achieving the best outcomes for autistic young people.

Desirable Criteria

- Completion of NPQH.
- Leadership experience within a specialist SEND setting.

- Experience of multi-site leadership.
- Experience within an independent school environment.

Safeguarding Statement

Hillingdon Manor School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to enhanced DBS and safer recruitment checks.