



## **JOB DESCRIPTION**

### **DEPUTY HEAD TEACHER**

<b>Job Title</b>	Deputy Head Teacher
<b>Responsible to</b>	Head Teacher
<b>Responsible for</b>	Education Staff within the School
<b>Key Internal Contacts</b>	Other staff within the education team Staff in other departments within the Centre Staff in other Centres in the Region Central Office Staff
<b>Key External Contacts</b>	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 participate in the process of assessment of referrals
- To act as overall curriculum coordinator and manager across the school
- To act as the lead teacher for the positive support of behaviour that may challenge
- To work as a key member of the multi disciplinary team which encompasses education, residential care and the clinical team
- To monitor progress and targets to ensure that each individual student is able to achieve planned outcomes
- To work with the clinical team and monitor each individual student's 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 students
- To ensure that appropriate standards are maintained, especially in relation to education, care and clinical programmes for students, in accordance with company policies.
- To working collaboratively with the Head Teacher and the 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 as agreed with the Head Teacher
- To model and promote good practice across all areas



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- To work with the Headteacher and leadership team to ensure that all staff follow the school's policy for Planning, Assessment, Recording and Reporting.

### **Staff**

- 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
- Provide regular supervision and annual appraisals in accordance with company policies and standards set by the Regulatory Body
- Delegate responsibilities as appropriate
- Ensure that staff exhibit the Company values and uphold standards of behaviour in accordance with Company policies

### **General**

- Ensure the service operates within agreed budgets
- Exercise 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.
- Operate 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 students/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 service as a valued asset within its community and promote a culture where 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 students/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



**PERSON SPECIFICATION  
DEPUTY HEAD TEACHER**

	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>		
Relevant experience of teaching children and young people with Autistic spectrum condition and/or challenging behaviours	✓	
Relevant experience of teaching children and young people with complex needs	✓	
Experience of Estyn / Ofsted procedures / inspections	✓	
Experience of working within a residential school		✓
Experience of managing staff	✓	
Managing budgets effectively and ensuring cost efficiency	✓	
<b>Skills, Knowledge and Aptitudes</b>		
Good knowledge of people management practises	✓	
Effective leadership skills	✓	
Ability to motivate a team and individuals	✓	
Effective communication skills, verbal and written	✓	
Good IT skills	✓	
Good organisational and time management skills	✓	
Ability to make sound decisions under pressure	✓	
Ability to implement positive change	✓	
Ability to work independently and a part of a team	✓	
Good knowledge of safeguarding procedures	✓	
Good knowledge of the relevant Regulatory Body Legislations	✓	
<b>Qualifications and Training</b>		
A degree and QTS	✓	
Relevant qualifications for the specific service/sector		✓
Willingness to work towards further qualifications as required group induction training on commencement.	✓	
<b>Other</b>		
Commitment to the Company values	✓	
Driving licence	✓	



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