



Job Description: Deputy Headteacher (Quality of Education)

Reports to: Headteacher

The post holder will be expected to network and liaise across the range of external stakeholders including local authority health, social care and education networks and external providers, agencies and organisations to ensure a consistency of approach regarding standards, support, transition and high-quality education and care.

Status of Post: This is a senior post within the school's staffing structure which carries with it membership of the Senior Leadership Team (SLT). You will be the senior Deputy Headteacher at the school and will work closely with the Headteacher.

Responsible for: Formulate, implement and evaluate strategic improvement, operational and development plans that will enable the school to provide education suitable for the needs of all pupils and ensure the progressive improvement of the school.

Review and Amendment: This job description will be reviewed annually and may be subject to modification and amendment following consultation between the Headteacher and the post holder.

Purpose of the Job

The post holder will:

- Support the Headteacher with the leadership and management of the school in order to promote effective education and care and contribute to the learning, personal development and well-being of all students.
- Be an integral member of the Senior Leadership Team (SLT) discharging individual responsibilities to a high standard as well as supporting the work of the team at all times.
- Work closely with the Headteacher, SLT and colleagues to ensure the school is compliant with statutory regulation.
- Plan, implement, review and develop the whole school curriculum to ensure provision is responsive to individual learning needs, reflects national standards and legal requirements and a balanced approach that will encourage and reward participation in learning through achievement and progression.
- Appoint, develop and organise teaching and other support staff to ensure the effective delivery of the curriculum and pupil support and the achievement of high professional and teaching standards.
- Ensure the continuous improvement of learning and support provision based on an annual planning cycle with clear objectives and targets and a quality improvement plan based on self-evaluation and external benchmarks.

- In conjunction with the Headteacher and other members of the Senior Leadership Team, implement and evaluate a whole school timetable and curriculum that will ensure all pupils are able to progress and achieve through learning and that the school sets and achieves clear outcomes for academic and vocational learning.
- Oversee the management of curriculum delivery and day to day management of the school in coordinating specific timetable changes and managing specific staff requests and concerns.
- Liaise with Departmental Heads to ensure that the whole school programme is effectively integrated with other learning provision and supported through the Care and Therapeutic provision.
- Work with the SENCo and Clinical Site Lead to ensure that effective systems for the recording, monitoring and review of progress are established and maintained to ensure the effective tracking of individual progress and the provision of management information to support organisational planning, quality management and inspection requirements.
- Establish and sustain high-quality teaching across all subjects and phases, based on evidence.
- Ensure teaching is underpinned by subject expertise.
- Effectively use formative assessment to inform strategy and decisions.
- Ensure the teaching of a broad, structured and coherent curriculum.
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities.
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum.

Key Result Areas

The post holder will:

- Work with the Headteacher to provide the vision, leadership and strategic direction that ensures the school is lead, managed and organised to meet its aims and targets.
- Support and develop organisational structures which reflect the school's values and enable management systems, routines and processes to work effectively in line with legal requirements.
- Support the Headteacher in the management, organisation and administration of the school.
- Deputise for the Headteacher in their absence.
- Work with the Headteacher and SLT to lead and manage colleagues and associates across a multi-disciplinary team in order to promote a mutual understanding of the curriculum and its impact on school policy and practice, with the aim of improving standards.
- Work with the Headteacher, SLT and staff to produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities - key documents to include: the SIEF, SIP, Regulations and Policies and Staff Handbook.
- Work with colleagues and stakeholders to implement, monitor and maintain policies and practices which reflect the school's commitment to excellence and achievement through the provision of high-quality, integrated and responsive needs-led services.
- Be proactive in establishing communications which foster good relations with all stakeholders, external agencies, individuals and organisations and which, through consultation, seek their positive support and active involvement in the school.
- Provide information and advice to the Headteacher and Acorn Executive in accordance with Governance arrangements and support proper accountability processes throughout the school.

General Responsibilities

The post holder will:

- Safeguard and promote the welfare of children and young people, acting in the role of Deputy Safeguarding Lead.
- Work in accordance with professional practice, statutory and legal requirements and the policies of the School.
- Act as "critical friend" and provide effective professional challenge and support to the Headteacher.

- Continually monitor and evaluate school performance and effectiveness against appropriate indicators and benchmarks, setting targets for improvement.
- Help to manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and complies with statutory requirements and health and safety regulations.
- Ensure the efficient and effective deployment of staff and resources through planning, procurement, allocation and review in order to meet operational commitments.
- Line manage senior teaching and/or multi-disciplinary staff and act as a Team Leader for Performance Management.
- Reflect on their personal contribution to school achievements and take account of feedback from others.
- Support the Headteacher and Acorn Executive as an ambassador for the school in the wider stakeholder network.
- Take on specific tasks related to the day-to-day administration and organisation of the school.
- Have delegated responsibility for managing specific aspects of the school's physical, financial and human resources.
- Take whole school responsibility for specific areas of work which will be reviewed annually then negotiated and agreed within the performance management cycle and school improvement process.
- Take on any additional responsibilities which might from time to time be determined.

Duties and Accountabilities

Strategic Direction, Leadership and Management

The post holder will:

- Work with the Headteacher and SLT to ensure the vision for the school is clearly articulated, shared and acted upon by all.
- Work with others to translate this vision into agreed objectives and operational plans which support and sustain improvement and growth.
- Ensure that all strategic planning takes account of the diversity, values and experience of the school community and wider stakeholder network.
- Support the creation and implementation of an integrated school improvement plan and take sole responsibility for appropriately delegated aspects of it.
- Support staff and stakeholders in achieving the priorities and targets the school sets for itself.
- Support the evaluation of the effectiveness of the school's policies and developments.
- Support the Headteacher in the administration of the school's performance management policy.
- Support the Headteacher in the appointment, deployment and development of staff to make most effective use of their skills, expertise and experience and to ensure that all staff have a clear understanding of their roles and responsibilities.
- Lead groups of staff in development activities, delegate appropriately and evaluate outcomes.
- Work with the Headteacher in establishing priorities for expenditure and monitoring the effectiveness of spending and usage of resources with a view to achieving value for money.
- Use and integrate a range of technologies effectively and efficiently to assist in the management of the school.
- Prepare and implement a sound and appropriate marketing strategy for the school in collaboration with relevant colleagues, making full and effective use of the website, prospectus and other publicity material.
- Present, as directed, a coherent, understandable and accurate account of the school's performance to a range of audiences.

Leading and Managing Staff

The post holder will:

- Support the Headteacher in developing positive working relationships with and between all staff and provide and sustain motivation.
- Plan, delegate and evaluate work carried out by teams and individuals to ensure a consistent approach across the curriculum.

- Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- Maintain a culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory.
- Assist the Headteacher and SLT in maintaining effective strategies and procedures for staff induction, professional development and performance review.
- Work with colleagues to implement coaching and mentoring systems which aim to provide all staff working across curriculum with appropriate levels of support and challenge.
- Have an active commitment to CPD and lead by example in this area.
- Manage his or her own workload and that of others to enable an appropriate work/life balance to be achieved.

Leading learning and teaching

The post holder will:

- Ensure a consistent and continuous school-wide focus on pupil achievement, using data and benchmarks to monitor progress in every student's learning.
- Ensure that learning is at the centre of strategic planning and resource management.
- Ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
- Demonstrate and articulate high expectations and monitor the stretching targets set for the whole school community.
- Contribute to the determination, organisation and implementation of a diverse, flexible curriculum.
- Provide guidance on a choice of appropriate teaching and learning methods and coaching relating to the delivery of these methods.
- Support the development of new and emerging technologies to enhance and extend the learning experiences of pupils.
- Assist the SLT in monitoring, evaluating and reviewing the quality of learning and teaching across the curriculum.
- Challenge underperformance at all levels and with the SLT ensure effective corrective action and follow-up is put in place and has an impact on improvement.

Leading assessment & pupil progress

The post holder will:

- Take a whole school lead role in establishing and maintaining an effective assessment and target setting framework.
- Develop, monitor and evaluate school policy and practice in the areas of assessment, recording, reporting, target setting and use of data.
- Develop and implement systems for recording and tracking the progress of individuals and groups from entry to exit.
- Collect, collate, interpret and present specialist assessment data and co-ordinate the annual target setting process.
- Work within the Code of Practice relating to Special Educational Needs.
- Liaise with relevant colleagues to organise, prepare and co-ordinate Annual Reviews.
- Monitor and evaluate IEP effectiveness at whole school level, to inform future targets.
- Oversee students' specific individual needs liaising with all professionals involved, e.g. Specialist Support Workers, Speech and Language Therapists, Art Therapists, Psychotherapist, Nursing Staff, Care Staff, etc.
- Ensure individual needs are being met through effective planning and assessment.

Leading care and welfare

The post holder will:

- Develop and sustain elements of the curriculum which promote improved access and inclusion and thereby ensure that all students are offered a learning environment and experiences which enable them to exercise their responsibility towards others (to include teaching programmes and focused work with selected students designed to enable personal, social, emotional and sensory development).

- Work closely with other colleagues as a member of the Senior Leadership Team so that health and safety and care and control related training and support arrangements are co-ordinated with other elements of the school's organisation.
- Work with the SLT to plan responses to a range of foreseeable crises and manage any major incidents that may occur.

Resource Management

The post holder will:

- Identify the resources required to meet the needs of students, working with the Headteacher to establish priorities for expenditure across the whole school.
- Monitor, control and evaluate the use of resources in order to ensure their range and quality is appropriate to individual learning needs and provides value for money.
- Liaise with relevant colleagues to manage and organise the school environment to ensure that it enables the effective delivery of the curriculum, supports accessibility and complies with health and safety regulations.
- Lead and manage specific developments and projects as directed.

Strengthening Community

With the Headteacher:

- Build an inclusive school culture and curriculum which takes account of the richness and diversity of the school's communities.
- Collaborate and liaise with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
- Create and maintain effective partnerships with parents and carers.
- Enhance and enrich the school profile and share its values and successes with the wider community by inviting parents, carers, businesses, other organisations and community figures into the school and actively seeking their support.
- Share effective practice in partnership with other schools and promote innovation.
- Cooperate and work with relevant agencies to safeguard children.

Developing self and working with others

With the Headteacher:

- Build a positive collaborative learning culture where all people are treated fairly and with dignity and actively engage with other schools to build effective learning communities.
- Maintain a culture of high expectations for self and others, regularly reviewing own practice, setting personal targets and taking responsibility for own personal development.
- Manage your own workload and that of others to allow an appropriate work life balance.

Other Duties and Responsibilities

- Ensure that the School complies with statutory regulations and requirements
- Ensure that the School Regulations and Policies are applied consistently
- Co-ordinate the management of serious and/or notifiable incidents
- Liaise with outside agencies as appropriate
- Complete, countersign and monitor necessary documentation
- Monitor the basic condition of buildings and accommodation, reporting any areas of concern or potential non-compliance with statutory regulations to appropriate staff
- Co-ordinate referrals to Child Protection and hold / maintain appropriate recording logs
- Respond to new referrals and co-ordinate ongoing referrals as appropriate
- Support the external inspection process and be available to regulatory bodies as requested and/or required

A job description can never be fully descriptive and exhaustive of unforeseen changes or circumstances. It is expected that staff will, within reason, respond to unforeseen circumstances

and emergencies as they arise, commensurate with their qualifications, experience and the situation.