

DEPUTY HEADTEACHER

Leadership 16-20

Job Description

OBJECTIVES

Working as part of the senior leadership team, the Deputy Headteacher will provide vision, leadership and direction for the school in line with the strategic objectives and targets as outlined in our development plan.

Deputy Headteachers play a key role in maintaining and developing excellence in every aspect of our operation ensuring that the school is recognised as providing an outstanding service.

The senior leadership team (SLT) has responsibility for all aspects of leading the school's development on a day-to-day basis. It is therefore difficult to delineate all the roles which will be expected. The following should only be used as a guide as the specific individual responsibilities of each Deputy Headteacher will be agreed with the Headteacher annually.

- To ensure that the achievement of every student is outstanding by ensuring an individual approach is taken in determining their curriculum;
- To ensure students meet PFA targets through strategies bespoke to their EHCPs;
- To develop and implement the ethos of the school, leading by example at all times;
- To support the development of staff through skilled human resource management;
- To support the development of students through skilled behaviour for learning techniques.

In addition to the general duties of a teacher, Deputy Headteachers will undertake the following activities:

GENERAL LEADERSHIP RESPONSIBILITIES

- To lead by example supporting the ethos of the school in a way in which inspires, motivates and challenges students and staff;
- To provide operational management to support the behavior and welfare of students.
- To monitor the quality of teaching and learning through regular observations and feedback as part of the annual review process and as otherwise required;
- To ensure that all students are prepared for the opportunities, responsibilities and experiences of the outside world;
- To ensure the safety and safeguarding of students;
- To support the work of teams in the role of link Deputy Headteacher.

LEADERSHIP OF TEACHING

Deputy Headteachers will play a key role in maintaining and driving up standards in the areas for which they have responsibility. This will include securing high quality teaching and high standards of achievement and behaviour for all students in the context of their EHCPs. This will be achieved through the following roles:

- to be the link Deputy Headteacher to allocated teams of staff, ensuring that the performance of staff under their care is outstanding;
- the careful monitoring of curriculum and provision to ensure that EHCP targets are met; the identification and implementation of appropriate strategies to support staff and students to achieve success and realise their full potential;
- the implementation of effective support strategies and behavior strategies for staff or students who need additional support.

QUALITY ASSURANCE

Deputy Headteachers will play a key role in the strategic monitoring, evaluation and review of a

range of data to support the achievement of the school's targets. These will include:

- the setting of aspirational targets for teams, individual teachers and students;
- leading staff in implementing our annual review and self-evaluation process.

STAKEHOLDER ENGAGEMENT

Deputy Headteachers will work with a wide range of both internal and external stakeholders to secure the commitment of our wider community to the ethos and general aims and direction of the school.

These will include:

- members of the leadership team and team leaders;
- teaching and support staff;
- students;
- parents, guardians and carers;
- members of the external community and other external agencies;
- school governors.

STAFF DEVELOPMENT

Deputy Headteachers will be committed to both their individual professional development and the development of the staff for which they have responsibility. This will include the following aspects:

- leading in the induction of new staff;
- the coaching and mentoring of staff as part of team line management or associated with specific individual responsibilities;
- identifying individuals who need further support in order to carry out their duties effectively;
- supporting the completion of specific individual professional development opportunities as identified through their performance management;
- participating in in the school's annual performance management scheme.

OTHER DUTIES

Any other reasonable duties as requested by the Headteacher.

PERSON SPECIFICATION

	Required	Desirable	Evidence
Teaching and Learning	<p>Has a consistent record of delivering lessons at good or better.</p> <p>Has evidence of good examination outcomes for own teaching groups.</p> <p>Experience of designing and delivering a curriculum for a range of ages for MLD and SLD students.</p>	Evidence of delivering meaningful and relevant CPD for other staff.	<p>Lesson observations, examination outcomes as evidenced in letter of application.</p> <p>Interview.</p>
Leadership and Management	<p>Has evidence of significant impact on the educational progress of students other than the teacher's assigned classes or groups of students.</p> <p>Evidence of supporting SEND students to outstanding outcomes.</p>	Has had significant responsibility including line management of a number of people.	<p>Letter of application and interview including evidence of examination results for a team of teachers.</p> <p>Interview.</p>

<p>School Development</p>	<p>Evidence of using data to inform planning and improved outcomes.</p> <p>Implement plans to a successful conclusion.</p> <p>Review plans to demonstrate reflection on success.</p>	<p>Has evidence of monitoring and intervening with teaching staff to improve performance.</p>	<p>Letter of application and interview.</p>
<p>Student welfare and support</p>	<p>Understanding of pedagogy for behaviour.</p> <p>Experience of working with complex needs students to ensure that staff planning and student behaviour is exemplary.</p>	<p>DSL experience.</p>	<p>Letter of application and interview.</p>
<p>Liaison</p>	<p>Has established excellent relationships with a range of stakeholders including Senior Leadership Team, teachers, students and parents.</p>		<p>Interview.</p>
<p>Staff Development</p>	<p>Has a proven track record of leading, developing and enhancing the teaching practice of other staff.</p>	<p>Has begun or completed a masters degree or further relevant leadership course.</p>	<p>Interview and letter of application.</p> <p>Application form.</p>

