

Job Description

Job Title: Interim Deputy Head

Department: School

Salary Scale: £53,609pa*

Hours of work: full time

***NB: This is not Teachers Pay & Conditions**

Job Purpose:

To drive forward the improvement of teaching and learning, behaviour management and curriculum throughout St. Paul's School, as part of its leadership team. To create strong systems and processes to inform and support outstanding practice, and students' progress. Working with partners, to help to ensure students are supported according to their needs, and to build the best possible environment for them. Within the context of St. Paul's Community Development Trust as a whole, to work within the Trust's mission and values to provide a relevant, holistic, innovative service for young people.

Duties and responsibilities:

All staff employed by the Trust has an individual responsibility for promoting and safeguarding the welfare of the children/young people and vulnerable adults that they are responsible for, or come into contact with.

A) School Development.

1. To review and improve policies for effective teaching, successful learning and achievement, which recognise the varying needs of students and their range of abilities and interests.
2. To review and update systems and processes to support SEN provision and teaching and learning
3. Effectively use data to report on progress and inform areas for improvement
4. To build on the strengths of the School to secure a culture of high standards and expectations, across all areas, so that students attain the best they can.
5. Develop a vocational curriculum in line with education outcomes and aspirations
6. Develop an employability pathway to include meaningful internal and external work experience opportunities across key stage 3 and 4.
7. To enable all students to progress in core subjects, as well as vocational, physical and aesthetic subjects by fostering regard and respect for all areas of endeavour.

8. To promote understanding among parents, carers, and the wider community of the aims, aspirations and achievements of students.
9. To be the quality nominee for the school and to ensure all quality procedures are implemented and followed for the relevant awarding bodies

B) Leading and Teaching.

1. To lead by example, including teaching as required to demonstrate excellence in practice.
2. To inspire and enthuse students, staff and community to participate and reach high standards in education.
3. To develop and implement effective Management Information Systems for monitoring the progress of students at all levels.
4. To ensure that the needs of pupils are supported throughout the curriculum and in all classes.
5. To maintain up to date knowledge of pedagogy and of the next phases of educational reform, and to assist colleagues in doing this.
6. Support the Head in the quality cycle to include SIP / SEF, whole school observations, school reports, data analysis to inform improvements
7. To work in partnership with parents, carers, other schools and agencies to help students to progress.

C) Managing staff.

1. To take part in the management of School staff as a line manager: supervising; setting objectives and monitoring performance; reviewing those on 'probation', and acting as a senior manager in other employment matters.
2. To plan, allocate, support and evaluate the work of staff within the School in the context of the leadership role set out and any other duties delegated by the Head.
3. To take part in the induction of new members of staff and to assess training needs, schedule mandatory training, and encourage professional development.
4. To participate in the Trust's arrangements for performance monitoring.
5. To maintain thorough records of staff supervisions, reviews and training, and all other required documentation and data.
6. To assist Trustees and other senior managers by working on panels organised as part of Trust-wide HR processes. To work on Trust policy development and other committees as part of the senior staff group,

D) Accountability

1. To be accountable to the Trustees, through the Head, for the success of plans to raise attainment and the quality of teaching and learning, developing the curriculum and managing behaviour across the school.
2. To provide information and robust data on progress and other matters to the Governors Committee and to attend their meetings as and when required.
3. To work within budgets and within financial procedures as directed by the Head.
4. To observe the policies and procedures of the Trust and ensure that other staff do so.
5. To maintain School discipline and rules, and to support the Head, the Assistant SENCO in implementing behaviour policy, SEN policy and good practice,

Safeguarding policy and procedures, and to help parents, carers and students to be familiar with these.

E) Community.

1. To help build a culture which values the richness and diversity of the community and its young people – and enables the community to acknowledge achievements of young people.
2. To link learning experiences with the community and its assets and problems.
3. To share experience, good practice and innovation with partners within and beyond education.
4. To contribute to School, Trust and community events, and to help organise events for students, families and others.
5. To undertake professional development and training. To take part in LA, government and other initiatives in agreement with the Head.

Supervised by: Head of School

Supervising: Designated teaching staff

PERSON SPECIFICATION

JOB TITLE: Interim Deputy Head Teacher

Method of Assessment: A – Application Form, I – Interview, T - Test

REQUIREMENTS:	ESSENTIAL:	MOA	DESIRABLE:
1. Experience.	<p>Experience of fostering school improvement and development</p> <p>Experience of working with challenging pupils in an educational setting</p> <p>Experience of management duties within a school</p> <p>Experience of developing vocational curriculums</p> <p>Experience of developing an employability pathway with meaningful internal and external work experience</p> <p>Experience of developing partnership with parents, carers and professionals in various agencies</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>	<p>Experience of work with young people or adults with special educational needs</p> <p>Experience of teaching at KS2 and/or post-16.</p> <p>Experience of work within the voluntary, community or charitable sector.</p>
2. Skills, Qualities, Knowledge.	<p>Enthusiasm for learning and the ability to convey this to pupils, staff and community.</p> <p>Ability to maintain good discipline and positive attitudes to learning among pupils, including those with substantial special needs</p> <p>An interest in all aspects of the School curriculum and enthusiasm for helping to develop them</p> <p>Understanding of excellence in pedagogy and up to date</p>	<p>A/I/T</p> <p>A/I/T</p> <p>A/I/T</p>	<p>Familiarity with the SEN Code of Practice and the work of the SENCO in a school.</p> <p>Knowledge of more than one subject area.</p>

	<p>awareness of changes in educational policies, methods and requirements</p> <p>Excellent interpersonal and communication skills</p> <p>Knowledge of the National Curriculum, GCSE and Functional Skills syllabi in one or more subjects</p> <p>Determination to lead teaching staff to the highest standards</p> <p>Administrative and organisational skills</p> <p>Commitment to training and personal development</p> <p>Knowledge and understanding of Safeguarding ,Equalities and Data Protection</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>T</p> <p>I</p> <p>I</p>	
3. Qualifications.	QTS status and core subject specialism.	AI	Relevant additional qualifications e.g. SEN, BESD, higher degree, etc.