

Job Description

Job Title: Interim Deputy Headteacher - Primary and Therapeutic Schools

Reports to: Headteacher

Contract type: Fixed term contract (1 year)

Pay Scale: L9-L13

Overall Job Purpose:

To assist the Head Teacher in the effective leadership, organisation and management of the school and of inclusion and inclusive practice. To carry out professional duties of a teacher other than a head teacher, as described in Part X11 of the school Teacher's Pay and Conditions Document, including those duties particularly assigned to him/her by the Head Teacher.

Duties and responsibilities

DHT - Primary and therapeutic

- Leading significant aspects of the school Primary (KS1/KS2) and therapeutic (KS2 - KS3) including the quality of education, inclusion and staffing
- Leading inclusion within the above areas and the the twin imperative and ensuring the highest standards (including Ofsted readiness)
- Leading parental involvement including metric reporting meetings, transition and parent afternoons and workshops
- To assist the Headteacher in shaping vision and direction for the school and setting out very high expectations - whole school monitoring, T&L, coaching of unqualified staff
- Leading of key support staff (transition teams and HLTAs) to ensure all pupils receive the very best bespoke curriculum offers and make continue progress within the twin imperative
- To support cross school (Pathways and Horizon) T&L coaching and teacher development when applicable

Generic responsibilities:

- To assist the Head Teacher in the leadership and management of the school and in all aspects of school improvement, including taking full responsibility for the school in the absence of the Head Teacher and be expected to fulfil the professional responsibilities of a headteacher, as set out in the School Teachers' Pay and Conditions Document (STPCD).
- To take full responsibility for leading and managing significant aspects of the school, under the overall direction of the Head Teacher.
- To carry out teaching duties, as required, in accordance with the school's schemes of work and the National Curriculum.

Qualities and knowledge

- Support with the day-to-day management of the school
- Communicate the school's vision compellingly and support strategic leadership
- Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils
- Build positive relationships with all members of the school community, showing positive attitudes to them
- Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally
- Work with political and financial astuteness, translating policy into the school's context
- Seek training and continuing professional development to meet own needs

Leadership and Management

- To assist the Head Teacher in shaping a vision and direction for the school, setting out very high expectations and with a clear focus on pupil achievement.
- To play a significant role in developing aims and objectives for the school and in formulating the School Improvement Plan along with the Head Teacher, governors and other senior staff. To be involved in developing and monitoring policy and practice as laid down in the School Improvement Plan, and in agreement with the Head Teacher.
- To inspire, motivate and influence staff and pupils, taking a leading role in maintaining the highest standards of teaching, learning and pupil discipline.
- To provide an excellent role model for all members of staff and for pupils in all aspects of school life, to be an exemplar of all school policies and practices, to actively promote the aims of the school and to offer guidance and support to colleagues.
- To take a leading role in improving the involvement of parents, carers and the community in the life of the school. To liaise effectively with parents and carers to ensure good relationships between school and home in order to improve teaching, learning and behaviour.
- To make a significant contribution to the school's continuing professional development programme, delivering training and working with individuals and teams in a variety of professional development activities.
- To assist the Head Teacher in school self review and evaluation and in the effective planning and management of school resources to secure improvements.
- To maintain an informed view of standards and of the quality of teaching across the school by monitoring pupils' work and teachers' planning and teaching.

- To provide guidance and support to key stage leaders and other staff in order to improve the quality of teaching and learning.
- To actively promote equality of opportunity by assisting the Head Teacher in ensuring the school's curriculum provides the best possible education for all its pupils, taking into account ethnicity, gender, Special Education Needs, pupils learning English as an Additional Language, disability and others with emotional needs that may affect learning.
- To uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- To take a significant role in the implementation of the school's appraisal policy, to secure school improvement and individual professional development.
- To participate in recruitment and selection, as agreed with the Head Teacher.

Teaching and Learning

- To carry out teaching duties, as agreed with the Head Teacher, providing a model of excellence for colleagues. This may include, as required:
 - Taking full responsibility for teaching a class;
 - Providing cover for absent colleagues or those released for professional development;
 - Providing in-class support for colleagues through demonstration lessons;
 - Teaching booster or 'catch up' groups.
- To provide leadership and support for colleagues (teaching and non-teaching) with regard to teaching and learning and the curriculum, including:
 - Managing the planning and delivery of the curriculum across the school, including developing schemes of work and medium and long-term plans;
 - Supporting subject leaders in developing their role, in particular in relation to raising standards;
 - Organising and delivering training, as needed, to groups of school staff;
 - Supporting staff in the use of assessment information to inform teaching and learning;
 - Inducting and supporting newly qualified and less experienced staff and/or supply teachers;
 - Providing in-class support to staff, through demonstration lessons, team teaching, observation and feedback.
- To undertake a significant role in maintaining a high standard of pupils' behaviour and discipline, within the framework of the school policy and supporting other staff as necessary.
- To take a leading role in the management of the school database of individual pupils' attainment and progress.

Systems and processes

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour

- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice
- Work with the governing board as appropriate
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
- Support distribution of leadership throughout the school

Other Duties and Responsibilities

- To attend daily/weekly meetings, in accordance with school policy and to lead such meetings as required.
- To take whole school assemblies and to support other staff with assemblies.
- To prepare and present reports, as required to, e.g. governors, CompassEko Directors, parents, outside agencies.
- To attend occasional meetings during evening hours, at weekends or in school holidays, as required.

Managing Own Performance and Development

- Take active responsibility for personal continuous professional development and keep up to date with developments in education
- Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust.
- Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times.
- Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.
- Undertake any other reasonable tasks and responsibilities as requested by the Head Teacher or a member of the Senior Leadership or Trust Executive Leadership Teams which fall within the scope of the post.

Key Organisational Objectives

The Postholder will contribute to the school's objectives by:

- Enactment of Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation
- At all times operating within the school's Equal Opportunities framework
- Commitment and contribution to improving standards for pupils as appropriate
- Acknowledging Customer Care and Quality initiatives
- Contributing to the maintenance of a caring and stimulating environment for pupils
- Ensuring that staff understand their professional responsibilities and are held to account
- Ensuring the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties

General Duties

- To play a full part in the life of the school community, to lead its distinctive mission and ethos, and to encourage staff and students to follow this example.
- To lead the school in meeting its legal requirements for worship. To actively promote the school and Trust's corporate policies. To continue personal development as agreed. To lead the implementation and comply with the school's Health and Safety policy and undertake risk assessment as appropriate. To observe the high standards defined in the National Standards of Excellence for Head Teachers
- To undertake annual mandatory and statutory training as directed by the Trust or School.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Developing self and working with others

- Promote and maintain a culture of high expectations for self and others
- Regularly review own practice, set personal targets and take responsibility for own development, seeking advice and support from relevant colleagues

Scope:

The post-holder will be based at one of the Trust Schools and will be expected to work across the Trust, travelling from time to time to school sites. This job description needs to be considered in the context of a developing and evolving situation and, therefore, responsibilities described here may be adapted to meet changing needs.

Safeguarding:

Compass Eko Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Employees are expected to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Trust

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the deputy headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the head of school.

Person specification

CRITERIA	QUALITIES	HOW TESTED APPLICATION/INTERVIEW/TASK
Qualifications and training	<ul style="list-style-type: none"> • Qualified teacher status • Degree • Professional development in preparation for a leadership role 	A/I
Experience	<ul style="list-style-type: none"> • Successful leadership and management experience in a school • High quality teaching experience • Involvement in school self-evaluation and development planning • Line management experience • Experience of contributing to staff development • Experience leading more than 1 phase of a school • Timetabling experience 	A/I/T
Skills and knowledge	<ul style="list-style-type: none"> • Data analysis skills, and the ability to use data to set targets and identify weaknesses • Understanding of high-quality teaching, and the ability to model this for others and support others to improve • Understanding of school finances and financial management • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Ability to build effective working relationships • Excellent knowledge of SEND • Knowledge of both primary and secondary curriculum <ul style="list-style-type: none"> • Knowledge of therapeutic curriculum planning • Effective ECT leadership and monitoring • Effective strategic planning of professional development initiatives in line with whole school priorities 	A/I/T
Personal qualities	<ul style="list-style-type: none"> • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times .Commitment to safeguarding and equality 	A/I

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| | <ul style="list-style-type: none">• A relentless attitude to facing new challenges• Ability to 'set the weather' across a whole staff group | |
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