

JOB DESCRIPTION

Role: Deputy Head-teacher

Accountable to: Head-teacher, The Oaks or Golfa as appropriate

Deputy Head-teacher Job Purpose

To provide support to the Head-teacher, along with day to day management of the education provision and the undertaking of teaching responsibilities within Amberleigh Care. To ensure all young people have access to education appropriate to their needs and development and that the education team are guided in meeting the teacher standards.

Key Responsibilities and Duties

1. To work closely with the Head-teacher and contribute to the overall leadership of the school, monitor and co-ordinate all aspects of daily teaching activities under guidance from the Head-teacher.
2. To support Strategic development and contribute to the school development plan and SEF.
3. Participate fully in the school improvement planning and evaluation process, taking account of the agreed priorities of the school and how these link with national and local initiatives and priorities.
4. To undertake teaching responsibilities and contribute to the lesson timetable.
5. To manage the day to day operational duties of the educational provision on The Oaks School site, ensuring the smooth running of the school with a proactive, inclusive approach to behaviour management, attendance and absences.
6. To have responsibility for the internal management, organisation and operation of the school.
7. To undertake Deputy Safeguarding Lead role in school.
8. To keep abreast of current educational developments and, in conjunction with the head, implement new initiatives into the school, ensuring an up to date and informed curriculum in line with the national standards for teaching and learning.
9. To establish, in consultation with all staff, evaluation techniques for both the school curriculum and its pupils.
10. To deploy teaching staff in an efficient and effective manner.
11. To ensure the efficient management of available resources.
12. To ensure efficient communication throughout the school and close liaison with the head-teacher, site manager, therapists and the care manager.
13. To liaise with care and therapy regarding updated risk assessments, placement plans and therapy reports and ensure these are shared within the education team.
14. To encourage teachers in fully appreciating their areas of responsibility and their implications within the school.
15. To have overall responsibility for the security of the school and its contents.

16. To maintain supervisory/appraisal procedures including lesson observations and feedback.
17. To review, develop and design, in conjunction with the head a flexible, broad and balanced curriculum based on the needs of the cohort.
18. To be responsible for students PCPs with appropriate monitoring for reviews and updates.
19. To attend a range of meetings to include:
 - Personalised Education Plan meetings
 - Looked After Children meetings
 - Care Team Meetings
 - Review Meetings
 - Care Managers Meetings
 - Annual Review Meetings for an EHCP
 - Placement Plan
 - Internal Board Meetings
 - Therapy Dynamics
20. To conduct the role of Designated Teacher for Looked After Children (LAC).
21. To conduct the role of Exams Officer ensuring we are compliant for the effective administration, management and delivery of exams ensuring students are entitled to the relevant access arrangements.
22. To oversee Pupil Premium funding, Sports Premium funding, Year 7 catch up, Gifted & Talented pupils and Intervention programmes within the school.
23. To monitor and report on pupil attendance, the admissions register and DfE pupil attendance.
24. To support staff absence management – return to works, timetable coverage and wellbeing in line with the absence process.
25. To oversee and update school management systems (e.g. Ambertrack).
26. To complete the school newsletter contribution.
27. To be available for school visits from social workers and placing officers.
28. To liaise on a day to day basis (where necessary) with care teams, social workers and care managers.
29. To liaise between the head-teacher and staff where appropriate.
30. To support coordination of timetables and associated learning activities.
31. Report writing co-ordination: End of term reports, LAC Reports, PCPs, etc
32. Maintain, develop and adhere to policies and procedures as lay down by Ofsted.
33. Lead weekly team meetings and daily briefings with accurate recording of agenda items.
34. To contribute to the production of a monthly education update for the management meeting.
35. To contribute to PD days and staff development sessions.
36. To support new members of staff through induction and to fit into the smooth running of the school.
37. To support staff CPD and training include the line management of NQTs and those completing QTLS.
38. To oversee training competencies and ensure these are up to date for the education team.
39. To support the continuance and extension of links with the community.

40. To assist with the running of appropriate extra-curricular activities in conjunction with other members of staff.
41. To support the school council.
42. To have joint responsibility, alongside the head-teacher, for the organisation of school events such as fund raising, sports day, school activity planning etc.
43. To support with the sourcing of appropriate college placements, transitions and risk assessing.
44. To support with the sourcing of appropriate work experience placements, risk assessments and ensuring all insurance and DBS documentation is gained, as required.
45. To undertake other duties as the head-teacher may request from time to time.
46. To delegate as necessary and appropriately to ensure that the duties required to fulfil the demands and responsibilities of this position are properly carried out.
47. To understand the impact of an effective role model.
48. To work a minimum of 37.5hrs per week

Operational Responsibility

- To teach a varied timetable.
- Day to day operational responsibility for the school.
- Attend YP review, PEP, LAC, placement plan and annual review meetings.
- Liaise closely with Care Manager's and their teams to ensure a 'joined up' approach to the educational outcomes for looked after children.
- Liaise closely with Clinical Teams to achieve the above.
- Chair daily school briefings to ensure 'wider' communication is disseminated effectively.
- To oversee the implementation and effectiveness of the school timetable.
- Regularly review the school timetable, in conjunction with the head-teacher, to ensure it is meeting pupil's needs and meets statutory requirements.
- Progress records to be kept up to date on a daily basis in relation to young people, attendance, and young people's behaviour.
- Ensure relevant paperwork is completed by relevant person following an incident in school. (Incidents and Sanctions, Accidents, Safeguarding concerns etc.)
- Manage the co-ordination of pupil timetables in relation to therapy, appointments and general attendance.
- Maintain and oversee an up to date school diary ensuring that times and dates are in place for young person meetings, visitors to school, training dates for staff, management meetings, staff development dates etc.
- Set appropriate deadlines in accordance with the Quality Calendar and ensure these are met.

Co-ordination of school reports:

- End of Term/Annual
- Termly PCP's
- SEN Reports
- Annual Reviews
- Education Reports for review, PEP, LAC and review Meetings
- Contribution to Placement Planning documentation in conjunction with care team.

Leadership and Management

- To keep abreast of current educational management, curricular issues, recent reports and legislation and ensure the school curriculum is up to date and takes account of any educational changes or new introductions.
- To ensure the key outcomes from Every Child Matters are at the heart of the school agenda.

- To lead and manage the curriculum, inspire staff and pupils and innovate and manage change.
- To make spontaneous decisions in relation to managing the school environment e.g. behaviour management, restraints within school, health and safety etc.
- To adhere to all school policies and ensure that staff follow procedures and guidelines lay down.
- To ensure compliance regulations are adhered to on a day to day basis. (OFSTED/ ESTYN/ISS)
- Solve practical problems in relation to timetabling and pupil needs.
- To ensure the application of ICT is used within the school environment to enhance teaching, learning and management.
- To oversee target setting for each pupil.
- To be flexible and responsive with innovative curriculum development.
- To be available to show prospective referrals/placing officers and social workers around the school.
- To set deadlines in line with the Quality Calendar and ensure these are met.
- To ensure planning, marking and assessment is completed and updated to inform target setting and accreditation completion in line with school policies.

Communication Skills

- Maintain good working relationships within the school team and beyond.
- Mediate, arbitrate and negotiate where necessary.
- Supervise staff on a regular basis and contribute to ongoing supervision/development
- Carry out lesson observations and promote peer observations to ensure the quality of teaching and learning is measured on a regular basis.
- To maintain a caring attitude towards staff, pupils, carers and parents.
- To be enthusiastic, adaptable, committed and have a great sense of humour.
- To devote substantial time to the school and its vision.
- Lead a pupil centered approach to ensure the pupil remains at the heart of the school ethos.

Training and Development

- To ensure the school team engage in all mandatory training and keep themselves up to date with subject specific knowledge.
- To contribute, where required, by the HR Manager to address the new inductees training programme and give an overview/presentation in relation to the school, it's ethos, expectations, school policies and legal requirements.
- To support and monitor NQTs / QTLS to provide guidance and feedback in line with their induction programme to meet the necessary outcomes.

Standards / Special requirements:

- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times when required, including before and after school and at lunchtime.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- Set a good example in terms of dress, punctuality and attendance.
- To ensure a therapeutic and caring environment
- To work with and maintain a high level of supervision of pupils.
- To work alongside other disciplines in other manners
- To communicate with other departments on a regular basis (Care/Therapy)
- To be aware of and to understand the needs of Looked After Children
- Create an environment that allows working in a caring and therapeutic manner

In conjunction with the Head:

- To work in conjunction with the head and advise and consult on any of the above.
- To support the head's leadership and vision for the school.
- To deputise in the absence of the head-teacher and liaise and feedback on day to day management.
- To challenge any decisions constructively and appropriately.
- To be a 'critical friend'.

There are a range of additional roles and areas of responsibility that the Deputy Head-teacher will undertake. These can vary by school and by individual post-holder to allow for CPD, areas of interest and to support the needs of the school base on the skills set across the rest of the team. These can include:

Exams Officer Role

- Responsible for all school National Qualifications including; GCSEs, BTECs, Vocational Qualifications, Entry Levels, Functional Entry Levels, ASDAN.
- To organise the administration of all examinations (including modular tests) in liaison with the Head-teacher; including, timetables, room allocation, seating plans, staffing requirements.
- To liaise with admin:
 - To establish candidate numbers for students.
 - To process and forward all student entries ensuring that all Examination Board deadlines are met.
 - To process and forward all controlled assessments to moderators and scripts to markers ensuring that all deadlines are met.
 - To communicate effectively between the School and relevant Examination Boards.
 - To co-ordinate entries and withdrawals in liaison with relevant staff.
 - To be responsible for "downloading" all public examination results and for co-ordinating the distribution of these results to students.
- To organise exam concessions for students that require special arrangements.
- To deal with any queries, appeals and script requests.
- To co-ordinate invigilators.
- To coordinate moderation.
- To ensure that the School's Director of Finance is provided with full details of public examination entries, including costings and any alterations which might incur additional costs.
- To remain updated with exam compliance and ensure school policies and procedures reflect this and ensure correct procedures and environments are available for examinations.
- Publish and upload Academic Overviews and data to School Website.

Designated Teacher for LAC

- Build and maintain relationships with other professionals, in particular the virtual school head (VSH), social workers, key workers and the relevant local authority, to ensure the school responds effectively to its pupils' needs.
- Work with relevant professionals, including the VSH, social workers and school staff, to ensure that they complete, monitor and review relevant paperwork and attend meetings to assess and plan for all LAC pupils (LAC/PEP).
- To coordinate funding associated to Looked After Children.

SENCO / ALNCo

- To co-ordinate and monitor the delivery of SEN support throughout the school.
- To provide professional guidance in the area of SEN in order to secure high quality teaching and the effective use of resources to bring about improved standards of achievement of all pupils.

- To influence the whole Teaching and Learning policy to promote aspects of inclusive teaching.
- Support developments and initiatives to improve standards in literacy and numeracy as well as access to the wider curriculum.
- To advise on and contribute to the professional development of staff, including whole school INSET provision for SEN.
- To ensure that the objectives of the SEN strategy and policy are reflected in the school improvement plan.
- To have up-to-date knowledge of National and Local initiatives which may impact upon SEN policy and practice.
- To co-ordinate the application for and use of special arrangements in external examinations and assessments.
- To coordinate setting targets for raising achievement among pupils with SEN considering appropriate interventions and strategies to reach outcomes.
- To collect and interpret specialist assessment data.
- To set dates, send invites and chair EHCP Annual Review meetings sharing documentation with relevant professionals.
- To coordinate paperwork and contributions for EHCP reviews, setting appropriate targets.
- To support the application and communication around requesting an EHCP for students requiring this additional support.
- To liaise, engage and coordinate with external agencies regarding SEN support for pupils; e.g. local authorities SEN Team, educational psychologists, OT, SaLT, Sensory inclusion services, dyslexia services.
- Maintain an accurate SEND register and provision map
- Evaluate whether funding is being used effectively, and propose changes to make use of funding more effective.
- Support the referral process to obtain the pre-education checklist for any suitable student referrals and support transition.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.