

OLD PALACE PRIMARY SCHOOL

JOB DESCRIPTION: DEPUTY HEAD 2 (L11-15)

JOB PURPOSE

To assist the Headteacher and the senior Deputy Headteacher with the management and organisation of the school, in seeking to achieve the highest standards of pupil achievement and school efficiency

STRATEGIC DIRECTION AND DEVELOPMENT OF THE SCHOOL

- Be a proactive and effective member of the senior leadership team, playing a leading role in:
 - forming the school vision, aims and ethos and the policies for their implementation
 - articulating and promoting the school vision and ethos, including demonstrating these in everyday work and practice
 - motivating and engaging others to create a shared culture and positive climate
 - the planning, implementation, monitoring and evaluation of the School Development Plan.
 - the collection and analysis of evidence to support and report on school self evaluation
- Lead a year group, as deployed by the headteacher, in order to inspire, support and hold accountable a team of teachers and support staff, in order to ensure the highest standards of teaching, learning, behaviour, safeguarding and pastoral care
- Lead the school's SEND provision, including the identification of pupils, the writing and review of Education Health Care Plans, the deployment of staff and resources and the identification and delivery of the most effective teaching approaches to provide maximum support and ensure continuity of provision.
- Maintain the register of SEND pupils and the School Provision Map in order to ensure that high quality SEND provision and care is in place,
- Regularly monitor the quality of SEND provision delivered by both teachers and teaching assistants, including the use of assessment and national data to evaluate impact
- Maintain a thorough and up to date knowledge and understanding of the current SEND Code of Practice, to ensure that staff are aware of and meeting their responsibilities regarding SEND and disability legislation.
- Promote a culture of inclusion, assisting the governing body to fulfill its responsibilities under the public sector equalities duty, including being the designated member of staff for equality.
- Demonstrate high standards of personal integrity, loyalty, discretion and professionalism, publicly supporting the decisions taken by the headteacher and governing body
- Play a critical role in the wider life of the school, such as supporting school events and fund raising.

TEACHING AND LEARNING

- Carry out the professional duties of a teacher as assigned by the headteacher, in line with the remit outlined in the current School Teachers Pay and Condition Document.
- Play a leading role in the development, organization and implementation of the school's curriculum and extra-curricular activities
- With the Headteacher monitor and evaluate the quality of teaching in either Rec & KS1 or KS2, in order to sustain high expectations and promote excellence in the teaching Science and the foundation subjects throughout the school
- Act as a role model by demonstrating outstanding teaching and assessment practice, providing ongoing support, through planning and progress meetings and by providing demonstration lessons
- Oversee the organization of learning within the year group they lead, including timetabling, monitoring plans, arranging educational visits, supporting assembly preparation and scheduling summative assessment tasks
- Devise, implement and evaluate time limited interventions to support the needs of SEND pupils
- Use pupil target setting to drive school improvement, regularly tracking the progress pupils have made, moderating assessments and identifying and implementing appropriate interventions to address any underperformance
- Manage the learning environment within the year group they lead, ensuring this is attractive, stimulating, challenges learners, exemplifies high standards and is consistent with school policy.

- Ensure, through leading by example, the active involvement of pupils and staff in their own learning, promoting an ethos which enables everyone to work collaboratively, share knowledge, celebrate success and accept responsibility for outcomes.

LEADING AND MANAGING PEOPLE

- Deputise for the Headteacher, in the absence of the school's senior Deputy Headteacher.
- Act as the Deputy Designated Safeguarding Lead in the absence of the senior Deputy Headteacher
- Disseminate, through demonstration teaching and the delivery of INSET, the most effective teaching approaches for SEND pupils to equip teachers and teaching assistants with the knowledge, skills and understanding required to provide high quality teaching and care.
- Undertake key activities related to professional, personnel and HR issues, including managing HR processes, such as disciplinary and capability, as required.
- Ensure staff are well informed of all aspects of school life and that a consistent approach with regard to the school's policies and procedures is implemented across the school
- Develop and maintain a culture of high expectations for self and for others, leading by example and taking appropriate action when performance is unsatisfactory
- Regularly reviewing own practice, setting personal targets and taking responsibility for own professional development to ensure an understanding of latest developments and thinking in primary education

MANAGING AND DEPLOYING RESOURCES

- Support the day to day effective organization and running of the school, including managing the use of support and agency staff within the year group they lead, and the drawing up of rotas in partnership with the senior Deputy Headteacher
- Oversee budget allocations delegated by the headteacher, to ensure funds are spent in line with learning priorities and best value principles; collect evidence to evaluate the impact of investment in external training.
- Participate in the recruitment and deployment of teaching and support staff
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review.
- Promote the health and safety of pupils and staff, including managing own workload and that of others to allow an appropriate work/life balance

STRENGTHENING COMMUNITY

- Work with the governing body to enable it to meet its responsibilities, including producing and presenting reports
- Promote the positive involvement of parents and carers in the life of the school, acting as the main point of contact for parents of pupils in either Reception & KS1 or in KS2 to support effective lines of communication.
- Communicate effectively with the parents of SEND pupils, and those with healthcare needs, to establish strong home-school partnerships
- Support the knowledge and understanding of parents, in order to support home learning and the wellbeing of pupils
- Actively engage with other schools to support the transition of SEND pupils, as well as to build effective learning communities, sharing good practice and promoting innovation.
- Liaise with external agencies in regard to the needs of SEND pupils, interpreting and implementing their recommendations to ensure that appropriate support is being provided
- Develop and maintain positive links and relationships with the community to promote a positive image of the school.

ADDITIONAL DUTIES

Take on any additional responsibilities from time to time, as are reasonably assigned by the Headteacher.