

## Clovelly House Person Specification and Job Description – Deputy Head Teacher

**Responsible to:** Principal and Senior Leadership Team.

**Job Purpose:** The role of the Deputy Principal is to work with school staff, carers, therapists and other agencies to provide education to children who need help overcoming barriers to learning, and where behaviour and attendance issues are a cause for concern.

The intention is to bring about sustained change with individual pupils, to support them to improve their academic achievement, behaviour, attendance and social skills.

### Job Description

General	Responsibilities	Desirable	Compulsory	Comments
<ul style="list-style-type: none"> <li>• Carry out the duties of this post in line with the conditions of employment for and the school's own policies and procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Under the overall direction of the Principal play a lead role:                             <ul style="list-style-type: none"> <li>○ in formulating the aims, objectives of the schools and establishing the policies through which they are to be achieved</li> <li>○ be responsible for the standards and curriculum of all pupils including monitoring of progress towards achievement</li> <li>○ proactively manage staff and resources</li> </ul> </li> </ul>		/	
<ul style="list-style-type: none"> <li>• Take full responsibility for the school in the absence of the headteacher</li> </ul>	<ul style="list-style-type: none"> <li>• Lead and manage the school in the absence of the Principal</li> <li>• Lead and support the staff and SLT in fulfilling their responsibilities with regard to the school's performance and standards</li> <li>• Support the Principal in reporting the school's performance to its community and partners</li> </ul>		/	
<ul style="list-style-type: none"> <li>• Carry out the professional duties of a teacher as required</li> </ul>	<ul style="list-style-type: none"> <li>• Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community</li> <li>• Work with the Principal to raise standards through staff performance management</li> <li>• Support the development and delivery of training and support for staff</li> <li>• Support the development and review of all aspects of the curriculum including planning, recording and reporting, assessment for learning and the development of a creative and appropriate curriculum for all pupils</li> <li>• Work in partnership with the Principal in managing the school through strategic planning and the formulation of policy and delivery of strategy, ensuring management decisions are implemented</li> <li>• With the Principal, support the processes involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school, including lesson observations to ensure consistency and quality</li> </ul>		/	

	<ul style="list-style-type: none"> <li>• Ensure the systematic teaching of basic skills and recording of impact is consistently high across the school</li> <li>• Support the development and review of systems to ensure robust evaluation of school performance, progress data and actions to secure improvements comparable to appropriate national standards</li> <li>• Ensure through leading by example the active involvement of pupils and staff in their own learning</li> </ul>			
<ul style="list-style-type: none"> <li>• Take responsibility for child protection issues as appropriate and for promoting and safeguarding the welfare of children and young people within the school</li> </ul>	<ul style="list-style-type: none"> <li>• Promote and protect the health and safety welfare of pupils and staff</li> <li>• Take responsibility for promoting and safeguarding the welfare of children and young people within the school</li> <li>• Take a lead in promoting a nurturing ethos across the school</li> <li>• To support the Principal in writing and maintaining risk assessments according to the policies and procedures</li> </ul>		/	
Perform a strategic role in the management of the school	<ul style="list-style-type: none"> <li>• In partnership with the Principal and SLT establish and implement an ambitious vision and ethos for the future of the school</li> <li>• Take a lead role in promoting positive behaviour management across the schools in line with the behaviour policies and procedures</li> <li>• Play a leading role in the school improvement and school self-evaluation planning process</li> <li>• In partnership with the headteacher manage school resources</li> <li>• Devise, implement and monitor action plans and other policy developments</li> <li>• Lead by example to motivate and work with others</li> <li>• In partnership with the Principal, lead by example when implementing and managing change initiatives</li> <li>• Promote a culture of inclusion within the school community where all views are valued and taken into account</li> <li>• To support the Principal and to take a lead in the role as Centre manager for examinations</li> <li>• To support curriculum staff and to undertake internal moderation of work to support examinations procedures</li> </ul>		/	
Attend to personal development in line with the requirements of the role	<ul style="list-style-type: none"> <li>• Engage in CPD to promote own skills and understanding of the role</li> <li>• Support the development of collaborative approaches to learning within the school and beyond</li> <li>• Support the induction of staff new to the school and those being trained within the school</li> <li>• Participate as required in the selection and appointment of teaching and support staff, including overseeing the work of supply staff/trainees/volunteers in the school in the absence of the Principal</li> </ul>		/	

	<ul style="list-style-type: none"> <li>• Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn</li> <li>• Take responsibility and accountability for identified areas of leadership including behaviour management and pastoral care</li> <li>• Work with the Principal to deliver an appropriate programme of professional development for all staff including quality coaching and mentoring, in line with the school improvement plan and performance management</li> <li>• Participate in the supervision and appraisal of staff</li> </ul>			
Fulfil managements tasks in line with the expectations of the role	<ul style="list-style-type: none"> <li>• Lead regular reviews of all school systems to ensure statutory requirements are being met and improved on where appropriate</li> <li>• Ensure the effective dissemination of information, the maintenance of and ongoing improvements to agreed systems for internal communication</li> <li>• Working with the Principal and Business Manager to undertake key activities related to professional, personnel/HR issues</li> <li>• Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school</li> <li>• Be a proactive and effective member of the senior leadership team</li> <li>• Ensure the day-to-day effective organisation and running of the school including the deployment of staff as appropriate</li> <li>• To undertake any professional duties, reasonably delegated by the Principal</li> </ul>		/	
Work with the Principal in strengthening community	<ul style="list-style-type: none"> <li>• Work with the Principal in developing the policies and practice, which promote inclusion, equality and the extended services that the school offers</li> <li>• Develop and maintain contact with all specialist support services as appropriate</li> <li>• Promote the positive involvement of parents/carers in school life</li> <li>• Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties</li> <li>• Strengthen partnership and community working</li> <li>• Promote positive relationships and work with colleagues in other schools and external agencies</li> </ul>		/	
<b>Personal specification</b>				
Qualifications	<ul style="list-style-type: none"> <li>• Relevant subject related post-graduate qualification</li> <li>• Qualified teacher status or recognised equivalent</li> </ul>		/	
Experience	Recent experience of working successfully as a senior leader in a SEMH special school. Evidence of major whole school responsibilities and experience of turning policy into effective and successful practice.		/	

	Leadership of a significant area or phase or inclusion including responsibility for raising standards across the whole school.			
Knowledge and understanding	<ul style="list-style-type: none"> <li>• A clear understanding of the essential qualities necessary for effective teaching and learning.</li> <li>• Up to date knowledge of statutory regulations and guidance relating to the post.</li> </ul>		/	
Professional skills	<p>Can demonstrate the ability to:</p> <p>Support the evaluation, performance and progress of pupil groups, and plan an appropriate course of action for whole school improvement. Develop and review whole school systems to ensure robust evaluation of school performance and actions to secure improvements. Lead and manage school team/s to successfully achieve agreed goals. Be an effective team player that works collaboratively and effectively with others.</p> <p>Develop and deliver effective and inspirational professional development for staff (including mentoring and coaching as appropriate). Communicate effectively to a wide range of different audiences (verbal, written, using ICT as appropriate).</p> <p>Demonstrate high quality teaching strategies. Support, motivate and inspire both colleagues and pupils by leading through example.</p> <p>Contribute effectively to the work of the Principal and SLT. Deal successfully with situations that may include tackling difficult situations and conflict resolution.</p> <p>Work successfully with a range of external agencies.</p>		/	
Commitment	<p>Demonstrate a commitment to:</p> <ul style="list-style-type: none"> <li>• equalities</li> <li>• promoting the school's vision and ethos</li> <li>• high quality, stimulating learning environment</li> <li>• relating positively to and showing respect for all members of the school and wider community</li> <li>• ongoing relevant professional self-development</li> <li>• safeguarding and child protection</li> <li>• supporting the well-being of children and staff</li> </ul>		/	

I have read the job description and the person specification.

I understand that this list is not exhaustive and there may be additional tasks which I am requested to perform.

I accept this job description as a definition of the key responsibilities I will be expected to perform whilst I am in the employ of Clovelly House.

Signed (employee) ..... Date: .....

