

## The Castle School Deputy Headteacher JOB DESCRIPTION

<b>Authority: West Berkshire Council</b>	<b>Department/Division: Education</b>
<b>Post Reference No:</b>	<b>Location: The Castle School</b>
<b>Job Title: DEPUTY HEADTEACHER</b>	<b>Grade/Salary Range: L18-L24</b>

**This job description should be considered alongside the relevant parts of the Teachers' Pay and Conditions of Service document.**

**The overriding character of the role of deputy head in school is one of partnership and co-leadership with the Headteacher. Most of the tasks are done in close liaison with each other.**

### JOB PURPOSE

1. To have an overview of all aspects of school life, promoting the aims and objectives of the school and maintaining the ethos and philosophy.
2. To deputise for the Headteacher whenever necessary, to assist and support the Headteacher in the day to day running of the school and carry out any school duties as the Headteacher may reasonably require.
3. To set an example of standards of work, of classroom teaching and organisation and of professional conduct in the school
4. To liaise and develop supportive links with parents, governors, advisers and outside agencies and promote community cohesion and professional partnerships.

### MAIN DUTIES AND RESPONSIBILITIES

1. To work in partnership with the Headteacher in the management and oversight of the school as agreed by the Headteacher.
2. To be actively involved with the Headteacher and Governors in the initiation, monitoring, co-ordination of the School Development Plan (SDP), Self-Evaluation Form (SEF).
3. To work with the Headteacher, Governors and staff to develop appropriate policies and guidelines for the efficient running of the school, and ensure these are implemented throughout the school.
4. To be responsible, with the Headteacher, for staff training and CPD and to promote and foster the professional development of school staff, including staff appraisal.
5. To ensure effective communications within the school and to keep staff informed of news, events and arrangements.
6. To liaise with the Assessment Co-ordinator and monitor assessment and record keeping procedures and systems throughout the school.
7. To work with the Headteacher to ensure the high quality of teaching and learning (including assessment and classroom observations) throughout the school.
8. To be responsible with the Headteacher and Governors for the range of management issues and tasks regarding the Local Management of Schools including budget planning.
9. To attend meetings of the Governing Board in order to impart information to governors as required.
10. To assist the Headteacher in the organisation of the classes and the deployment of staff.
11. To share and actively develop the liaison contacts with local schools and other community organisations including further and higher educational organisations.
12. To arrange and support the induction of new staff to the school, including recruitment and appointment when necessary.
13. To co-ordinate the work of professionals working with pupils and their families e.g. Family Support Workers, Physiotherapists, social workers, community nurses etc.
14. To support all aspects of pupil wellbeing including attendance at 'Looked after Children' reviews, safeguarding conference etc. where necessary.
15. To be the Educational Visits Co-ordinator (EVC) for the school and manage off-site risk assessment procedures.
16. To oversee the work of the Special Schools Inclusion Service (SSIS).
17. To undertake other duties appropriate to the post that may reasonably be required from time to time.
18. Teaching as necessary

## The Castle School Deputy Headteacher PERSON SPECIFICATION

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<b>KEY CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status.</li> <li>• Evidence of recent, on-going professional development.</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant post graduate qualification in special education.</li> <li>• NPQH</li> </ul>
<b>Teaching Experience</b>	<ul style="list-style-type: none"> <li>• Successful teaching experience in a variety of school situations.</li> <li>• Excellent understanding of effective teaching and learning, and how to promote them across a school.</li> <li>• Effective delivery of positive behaviour management strategies.</li> <li>• Experience of successfully working with pupils with learning difficulties.</li> </ul>	<ul style="list-style-type: none"> <li>• Mainstream teaching experience.</li> <li>• Experience of delivering whole school and cross-curricular activities.</li> <li>• Participation in a collaborative educational project involving more than one school with a proven track record of success.</li> <li>• Experience of teaching in a Special School.</li> </ul>
<b>Management Experience/Potential</b>	<ul style="list-style-type: none"> <li>• Proven skills in leadership and management.</li> <li>• An ability to develop a range of leadership styles and behaviours.</li> <li>• Ability to motivate staff.</li> <li>• Experience of effective partnership working.</li> <li>• Understanding of strategic planning.</li> <li>• Ability to plan and prioritise tasks, delegating where necessary and working to agreed deadlines.</li> <li>• Experience of managing multi-agency meetings.</li> </ul>	<ul style="list-style-type: none"> <li>• Senior Management experience in a school setting.</li> <li>• Experience of deploying staff and timetabling.</li> <li>• Experience and expertise in managing budgets.</li> <li>• Experience of managing and designing the curriculum.</li> <li>• Experience of self-evaluation.</li> <li>• Experience of supporting staff in managing students' behaviour.</li> <li>• Experience of managing change at a whole school level.</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Knowledge of relevant special needs legislation and current issues in SEN.</li> <li>• Familiar with requirements of the National Curriculum in relation to children with Special Educational Needs.</li> <li>• Have an understanding of issues relating to planning, assessment, recording and reporting.</li> <li>• Knowledge of, and commitment to, equal opportunities, inclusion and outreach.</li> <li>• Evidence of contribution to the wider life of a school.</li> <li>• Good IT skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge/experience of ASD.</li> <li>• Knowledge of current government agenda.</li> <li>• Involvement in delivering presentations to staff.</li> <li>• Holder of valid manual driving licence.</li> <li>• Willingness to undertake minibus driving.</li> <li>• Awareness of Equality Act.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to communicate effectively with parents and other stakeholders.</li> <li>• Understanding of Safeguarding issues and legislation.</li> <li>• Knowledge of OFSTED framework.</li> </ul>	
<p><b>Additional requirements</b></p>	<ul style="list-style-type: none"> <li>• Demonstrates a confident, collaborative, facilitative style with a commitment to working as a team.</li> <li>• Demonstrates a commitment to establishing and maintaining effective working relationships with staff, governors parents, the LA, the Head Teachers of other schools and the local community.</li> <li>• Demonstrates a capacity to lead and develop a cohesive team.</li> <li>• Provides evidence of ability to communicate effectively, including ability to present to different audiences.</li> <li>• Provides evidence of an interest in people, understanding their behaviour, and an intense desire to help them to grow as individuals.</li> <li>• Provides evidence of ability to analyse and evaluate disparate data and indicators.</li> </ul>	<ul style="list-style-type: none"> <li>• Potential for future promotion.</li> </ul>