



Job Description

Ivy House School, Derby

JOB DESCRIPTION FOR DEPUTY HEADTEACHER

Accountable to: The Headteacher and the Governing Body of the School

Directly responsible to: The Headteacher

Salary: Leadership 15-19

Purpose of the job:

- Support the Head Teacher and to assist in leading and managing the school
- Undertake such duties as are delegated by the Headteacher
- Play a major role with the Headteacher in formulating and reviewing the aims, School Improvement Plan and objectives of the school

Reports to:

- Headteacher
- School Governing Body

With responsibility for:

Apart from the general professional duties described in the current School Teachers' Pay and Conditions Document, major responsibilities will be in areas of Leadership and Management; teaching and learning; operational running of the school, behaviour support, safeguarding and liaison with other professionals, parents and the wider community. The post holder will ensure that there is provision of high quality educational experiences, progress, achievement and attainment for all students.

Part 1 - Generic duties and accountabilities

Leadership and management

- Ensure the vision for the school is clearly articulated, shared, understood and acted upon effectively by all staff and, in turn, demonstrate this within their everyday work and practice.
- Motivate and work with others to create a shared culture and positive climate.
- Promote the spiritual, moral, social and cultural development of pupils.
- Have a clear overview of regional and national educational developments that impact on the school and be able to communicate this to staff to enable them to carry out their professional duties more effectively.

- Have a clear understanding of safeguarding policies and procedures within school and advise and support staff in these matters as required.
- Be a lead in the school's performance management process for teaching and non-teaching staff in school and set challenging targets for the year ahead, in liaison with the Headteacher.
- Mentor middle leaders, class teachers, support staff or volunteers as determined by the Headteacher.
- To contribute to the development and implementation of school policies and procedures; including writing, reviewing and monitoring these regularly.
- To attend meetings linked to job roles and responsibilities (and as directed by the Headteacher), providing verbal and written reports where necessary e.g. to staff, multi-agency, governors, leadership, families and/or other professionals.
- To support the Headteacher in improving, developing, action planning and self-evaluating the school's overall performance.
- Strengthen the reputation of the school with the outside community, both locally and nationally.
- To be instrumental in supporting all staff through change.
- Participate in the selection and appointment of a range of staff within school.
- To manage a delegated budget, as determined by the Headteacher.
- To play a key role in ensuring the school complies with all relevant legislation.
- To act as a 'first point of call' with day to day operational issues; working positively to ensure that matters do not escalate e.g. staffing issues, pupil related matters and family concerns.
- To lead the school in the short term and/or long-term absence of the Headteacher, working effectively with the other Senior Leaders to ensure that the school runs smoothly.
- To undertake any other particular duty reasonably assigned by the Headteacher from time to time.
- Coordinate additional funding that the school receives for Pupil Premium & LAC, ensuring that it is spent appropriately and that the impact is measured, focusing on 'narrowing the gap'.

Teaching and Learning

- To carry out the duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document, which may include having a teaching commitment (as allocated by the Headteacher).
- To work collaboratively with the Leadership Team, monitoring and evaluating the standards of learning and teaching within the school ensuring that appropriate standards of professional performance are established and maintained.
- To oversee and co-ordinate the school's curriculum development and to ensure it is fit for purpose in meeting the needs of all students.
- To be an excellent role model to staff in terms of conduct, professional standards, classroom practice and leadership.
- To ensure formative and summative assessment processes and procedures are effectively used by all staff to improve learning outcomes for children.
- To analyse and interrogate data, presenting a concise, clear overall picture of progress and achievement that all stakeholders can understand.
- Monitor the effectiveness of any interventions by external professionals, such as therapists, visiting teachers/sessional providers and provide reports and records to describe impact and value for money, linking to national grant funding.

Relationships

- To maintain and develop effective relationships with all stakeholders, including staff, parents/carers, governors, local authority and other bodies outside the school.
- To help in maintaining and developing effective communications and links with families and to provide positive responses to concerns and problems regarding their child's education.
- To actively build upon the existing network of school partnerships and agencies to enhance provision and opportunities at Ivy House School.
- To represent school on influential leadership groups across the city and nationally, as personally identified or delegated by the Headteacher.
- To develop and maintain a positive image of the school.
- To ensure that the school plays a constructive role in the life of the community and that its curriculum draws on the nature and resources of the community.

Part 2- Specific duties and accountabilities (applicable to the specific post holder)

Whilst working in **close partnership** with all Senior Leaders, you will have strategic leadership responsibilities for specific areas. These include:

Attendance Monitoring

- Lead on half termly attendance monitoring, in liaison with the Headteacher, and produce timely reports and information for all stakeholders in order for further analysis.
- Meet with families, alongside the Pastoral Lead, to discuss individual children's attendance and draw up action plans of support if required (for persistent absentees).
- Liaise with local organisations and agencies to ensure that children are accessing suitable activities whilst on long term leave from school, whether due to illness or other reasons.
- Report concerns of attendance to the Designated Safeguarding Lead and, where appropriate, the local safeguarding team in Derby. This may include seeking advice from the Children Missing in Education Team.
- Ensure that the school is following local and national guidance in regard to attendance policies and procedures and that all staff are aware of their role in supporting this within school.
- Celebrate attendance successes with families and children and foster an environment and culture of positivity with regards to this.

Pupil Transitions

- Act as the lead for pupil transitions out of school at Key Stage 5 and find suitable college and day care provision for leavers at an early stage.
- Lead on Transition Reviews for Year 14 pupils, including organising meetings, recording and reporting to the Local Authority and assessing the EHC plan and setting suitable targets.
- With the Headteacher, lead the processes involved in monitoring, evaluating and challenging the decision of after school placements and reviewing these once the pupil has left to ensure that families are well supported.
- Develop and maintain effective strategies, procedures and systems for working with other agencies involved in after school provision and to ensure that Ivy House is working towards local and national guidance.
- To be the main point of contact for families and other agencies in regard to pupils leaving school and to coordinate support at Year 12, in order to ensure that suitable provision is found.
- Support pupils and families with visits to local providers of adult education throughout the year.

- Lead on the school's 'Life After School' events and ensure that there is a balanced offer that meets the evolving needs of pupils at Ivy House and that this is evaluated and improved in line with family feedback.

Staffing

- Assist in the recruitment, retention and deployment of staff.
- To advise and support staff with career progression, from a position of personal qualifications and experience, and act as a coach and mentor for staff on leadership courses.
- Manage staff roles and ensure that responsibilities are clearly defined, understood and agreed.
- Work with the school's Leadership Team to coordinate staff cover as needed e.g. sickness, courses, meetings etc.
- To support the day-to-day management of the school; taking on specific tasks as identified above.
- Working with the Headteacher, undertake key activities relating to HR issues, including sickness absence, disciplinary and/or capability procedures.
- To undertake any other reasonable duties as may be from time to time determined by the Head Teacher.

Notes

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of conditions of service which apply to all teachers.
2. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least annually and it may be subject to modification or amendment at any time after consultation with the post holder.