



Job Description

Deputy Headteacher

Full Time Salary:	£50,000 to £55,000 per annum
Location:	Croydon
Reporting to:	Head Teacher
Purpose:	To mentor, support students in the classroom, deliver activities and supervise staff.

Mission Statement: To deliver the highest quality provision of education and support to help people thrive in their challenging environment.

Introductory

The Write Time Independent school is part of The Write Time social enterprise working with young people and adults in a variety of projects to educate and develop their skills in order to improve life chances and opportunities.

The school has a set number of ODTs working in every classroom to support teachers. ODTs also are additionally appointed to carry out wider duties across the school a specific task to support students with 1:1 SEN support needs. ODTs are required to be creative and deliver sessions that are fun, engaging and develops students' personal social skills that could also lead to achieving qualifications. ODTs are to be skilled mentors and their roles are designed to be flexible, changing according to the needs of the student cohort of the school.

JOB PURPOSE SUMMARY:

The Deputy Headteacher will establish a culture of outstanding teaching and learning within a SEND environment. An ethos of high expectations and a nurturing yet rigorous approach to behaviour management based on Choice Theory is required. The overall purpose of the role is to ensure an outstanding quality of education for all children.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES:

To provide leadership for, and management of, staff and pupils and specifically to be accountable for:

- Teaching and learning
- Curriculum and assessment
- Staff and resources
- Behaviour and attitudes
- Personal development and the safeguarding of pupils

The post holder will be expected to promote the vision and values of The Write Time as being enthusiastic, collaborative and forward-thinking with all stakeholders including pupils, parents, staff, governors, directors and the wider community.

1. Leadership and Management

- Work closely with the Headteacher to develop a strategic view for the school, analyse and plan for future needs and further develop the school within the local and national context.
- Assist with staff recruitment to ensure that staff of the highest standards are attracted, selected and retained within The Write Time.
- Ensure exemplary professionalism from all staff.
- Instil an ethos of high expectations for all children.
- Lead and manage staff professional development and training.
- Assist with the strategic development of the school and communicate this in the Self Evaluation Form and the School Development Plan.
- Maintain strong working relationships with the parents, governors, agencies and other stakeholders.
- Ensure all safeguarding policies and procedures fully meet the latest national guidelines and are published as required; ensure staff are all fully trained and aware of their responsibilities.

2. Teaching, Learning and Assessment

- Teach and support others in the teaching of engaging and effective lessons that motivate, inspire and improve pupil attainment and progress.
- The Assistant Headteacher will also have a timetabled teaching commitment to be agreed with the Headteacher.
- Use and support others in using regular assessments to monitor progress and set targets, and respond accordingly to the results of such monitoring.
- Maintain regular and productive communication with parents, to report on progress, sanctions and rewards and all other communications.
- Work with all senior leaders in The Write Time business to develop the school.

- Provide information and analysis of data for the Managing Director, Headteacher, SLT and governors.
3. Culture and Ethos
- Maintain a strong school community, characterised by consistent, orderly behaviour and caring, respectful relationships.
 - Maintain a school culture and ethos that is committed to achievement and to developing high aspirations
 - Coach, motivate and mentor staff to build a school culture of commitment, high standards and drive for success.
 - Develop and maintain strong partnerships and ensure regular and productive communication with parents.
4. Other Duties and Responsibilities
- Promote high standards of personal professional conduct and integrity.
 - Be aware of and comply with Group policies and procedures.
 - Contribute to the overall vision and values of The Write Time business.
 - Appreciate and support the role of other professionals.
 - Work effectively as part of a team.
 - Attend and participate in relevant meetings as required.
 - Be flexible and willing to work across The Write Time business as required.

Other reasonable duties commensurate with the grade of the post as directed by the Headteacher and Managing Director. The duties and responsibilities highlighted in the Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post.

In Common with other staff:

To read and support all The Write Time policies including safeguarding and equal opportunities and to work actively to overcome discrimination on grounds of race, sex, disability, sexuality, age or status in our services.

To carry out all duties in accordance with Health & Safety and safeguarding requirements.

To ensure that the highest standards are provided at all times.

Promote a vibrant culture with an uncompromising commitment to excellence and fully integrated support and development services, reflecting the needs of those accessing the service.

To work as a part of a multi-disciplinary team that works with young people to help identify and meet their personal, social, learning and work needs

Follow the lead from line management to ensure that all performance and contractual targets are met and exceeded ensuring that all client data is recorded in a timely and accurate manner.

Your approach to work should demonstrate and reflect The Write Time's values.

The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out such other appropriate duties as may be required by the line manager, within the grading level of the post and the competency of the post holder.

Notes:

- a) The above responsibilities are subject to the general duties and responsibilities contained in the most recent statement of conditions of employment.
- b) The Governing Body reserves the right to alter the content of this Job Description after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility
- c) The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the School's Equal Opportunities Policy.

Safer Recruitment: The Write Time is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

PERSON SPECIFICATION

No.	Categories	Essential	Assessed by Application Form	Assessed by interview/ task
QUALIFICATIONS				
1.	Degree educated	E	✓	✓
2.	Qualified Teacher Status	E	✓	✓
3.	Evidence of continuous professional development	E	✓	✓
4.	Qualified to teach and work in the UK	E	✓	✓
EXPERIENCE				
5.	Leadership and management experience in a school (Minimum of 3 years)	E	✓	✓
6.	Teaching experience [<i>a minimum number of 5 years' experience</i>]	E	✓	✓
7.	Involvement in school self-evaluation and development planning	E	✓	✓
8.	Line management experience	E	✓	✓
9.	Experience of contributing to staff development	E	✓	✓
10.	Experience of SEND	E	✓	✓
11.	Experience of Safeguarding vulnerable young people	E	✓	✓

12.	An outstanding classroom practitioner with the highest expectations for the welfare and progress of all pupils	E	✓	✓
13.	Proven experience in the analysis of performance data for the purpose of target setting and evaluation	E	✓	✓
14.	Experience of monitoring and improving the quality of teaching and learning	E		✓
15.	Have a thorough understanding of curriculum development	E	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
16.	Understanding of high-quality teaching, and the ability to model this for others and support others to improve	E	✓	✓
17.	Understanding of school finances	E	✓	✓
18.	Effective communication and interpersonal skills	E	✓	✓
19.	Ability to communicate a vision and inspire others	E	✓	✓
20.	Ability to build effective working relationships	E	✓	✓
21.	The curriculum or assessment	E	✓	✓
22.	SEND Framework 2014	E	✓	✓
23.	Understanding of SEMH and ASD	E	✓	✓
24.	Therapeutic models and frameworks in education	E	✓	✓
25.	Knowledge of the professional teaching standards	E	✓	✓
26.	Knowledge of appraisal requirements in an educational context	E	✓	✓
27.	Ability to pursue challenging and rigorous questions and probe explanations	E	✓	✓
28.	Lead, manage and co-ordinate staff through an effective team-based approach	E	✓	✓
29.	Emotional intelligence	E	✓	✓
30.	Ability to monitor and evaluate the work of others; to offer support and intervention where necessary	E	✓	✓
PERSONAL QUALITIES				
31.	Personal resilience and perseverance	E	✓	✓
32.	Positive and optimistic	E	✓	✓
33.	A constant drive for improvement	E	✓	✓

34.	Highly approachable, very grounded and makes sensible judgements	E	✓	✓
35.	Relishes accountability and takes personal responsibility for their own	E	✓	✓
36.	Able to build trust and mutual respect between pupils, families and staff	E	✓	✓
37.	Strong interpersonal, written and oral communication skills	E	✓	✓

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date:

Next review date:

Headteacher/line manager's signature:

Date:

Postholder's signature:

Date:
