

Deputy Headteacher – Inclusion

SALARY AND GRADE: Leadership Pay Scale
£62,908-£64,356

LINE MANAGER: Headteacher

Main Purpose of Job:

The Deputy Headteacher will:

- Carry out all duties of a School Teacher as set out in the current School Teachers' Pay and Conditions document, the Professional Teachers' Standards and school policies
- Be able to teach across the Primary Age Range
- Be a member of the Senior Leadership Team
- Assist the Headteacher in leading and managing the school
- Undertake such duties as are delegated by the Headteacher
- In the absence of the Headteacher, to undertake the professional duties of the Headteacher
- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community
- Support the Headteacher in managing the school through strategic planning and the formulation of policy and delivery of strategy, ensuring management decisions are implemented
- Support the Headteacher with monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school, including analysis of data to ensure consistency and quality
- Work with the Headteacher to ensure staff absence is covered

The specific duties of the Deputy Headteacher will be reviewed on a regular basis and will change as the aims and objectives of the School change, and as and when the Headteacher deems it appropriate.

Safeguarding

- Effectively discharge the role of the Designated Safeguarding Lead (DSL) for the school, ensuring that safeguarding permeates all aspects of the school's work whilst overseeing their own training and ensuring that of others is at an appropriate level.
- Ensure the successful and consistent implementation of key policies that help provide a safe, calm and well-ordered environment for all students and staff, safeguard the welfare of students, and develop and maintain a positive and respectful culture across the school
- Lead and manage an effective Inclusion Team that responds to and supports students' needs, mental health and wellbeing; fosters excellent attitudes to learning; and promotes good behaviour that supports teachers - and therefore teaching - across the school.
- Ensure that the attendance of all groups of pupils is good or improving through the delivery of a carefully implemented and evaluated attendance strategy and the management of key teams and staff.
- To lead on pupil admissions, exclusion and alternative provision, liaising with all stakeholders as appropriate and ensuring compliance with statutory frameworks and school and Trust policies
- Designated Teacher, undertaking the responsibility to promote and lead on the educational achievement of Looked After and Previously Looked After Children.

Inclusion and SEND:

- Support the SENCO to oversee the provision and support for pupils with a range of learning needs, ensuring an inclusive environment for all strategies for inclusive teaching, keeping abreast of best practices and new developments in the field
- Lead on attendance monitoring, using best practice to work with families to reduce pupil absence
- Act as the schools 'Designated Teacher for Looked After Children'

Behaviour and Attitudes:

- To ensure full, effective and consistent implementation of the school's Rewards and Behaviour Policy.
- To promote high standards of conduct, uniform, respect and encouragement of good behaviour.
- To oversee the anti-bullying policy with the students to create a safe school environment.
- To lead and manage on parental engagement, including by ensuring that parents and carers are well informed about their child's progress, behaviour, attendance and punctuality.
- To oversee and work with multi-agency leads to promote positive behaviour strategies, along with liaison with other local schools where appropriate.
- Develop and oversee programs and interventions addressing the social and emotional aspects of learning
- Take lead responsibility for pupil's mental well-being
- To oversee pupil Enrichment activities within the school and school trips as the Educational Visits Co Ordinator.

Leading and Managing Staff

- Support the Headteacher in developing positive working relationships with and between all pupils and staff
- Support and secure the commitment of others to the vision, ethos and policies of the school and promote high levels of achievement in school
- Act as line manager for SENCO
- Provide support to Early Career Teachers, supply teachers, teachers and teaching assistants who may be new to the school
- Ensure that the Headteacher and Governors are well informed about policies, plans and priorities, success in meeting objectives and targets, and any future development needs in relation to your phase/responsibilities
- Ensure consistent implementation of school behaviour and discipline policy throughout the school staff

Developing self and others

- Participate as required in the selection and appointment of teaching and support staff, including overseeing the work of Supply Teachers/Volunteers/trainees in the school, in the absence of the Headteacher
- Support the Headteacher to deliver and appropriate programme of professional development for all staff, including high quality coaching and mentoring, in line with the school improvement plan and appraisals

Securing accountability

- Assist the Headteacher in securing and improving standards of pupil attainment and achievement across the school. Support the Staff and Governors in fulfilling their responsibilities with regard to the school's performance and standards.
- Assist the Headteacher in ensuring standards are consistently high in the school
- Support the Headteacher in reporting the school's performance to its community and partners
- Promote and protect the health, safety and welfare of pupils and staff
- Act as the Designated Safeguarding Lead; maintaining the flow of records in and out of the school

Strengthening community

- To take an active role in developing links with the local community and school partnerships
- Support the Headteacher in developing the policies and practice which promote inclusion, equality and the extended services that the school offers
- Promote the positive involvement of parents and families in school life
- Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties
- Strengthen partnership and community working
- Attend governing body meetings, including liaison with and attendance at meetings of the Full Governing Body