

## JOB DESCRIPTION

<b>Job title:</b>	<b>Deputy Headteacher – Personal Development, Behaviour &amp; Welfare</b>
<b>Reporting to:</b>	Headteacher
<b>Hours:</b>	Full time
<b>Grade:</b>	L19-L23 (fixed term/secondment)

### MISSION

To enable all young people to lead a meaningful and enjoyable lives.

### VISION

We will have an enhanced recognition as a **centre for excellent practice** of autism, training and supporting others.

We will be **integrating with the wider community** to enhance lifelong learning for students with autism both locally and beyond.

### Main purpose of the job

- Carry out the duties of this post in line with the remit outlined in the current *School Teachers' Pay and Conditions Document* including the conditions of employment for deputy headteachers and the school's own policy.
- Under the overall direction of the headteacher play a lead role in:
  - formulating the aims and objectives of the school and establishing the policies through which they are to be achieved for the personal development, behaviour, attitudes and welfare of all students.
  - being responsible for the Pastoral Team, including the SENCOs, family resource workers and behaviour teams.
  - To commission and be accountable for external therapy services
  - To ensure that safeguarding is effective and compliant across all sites.
- Take shared responsibility for the school in the absence of the headteacher, with the Deputy Headteacher, Curriculum, following an agreed system.
- Lead in the dissemination and training in areas of responsibility including enabling school-based initiatives as required.
- Lead in working with the TLR postholders to monitor the personal development, behaviour, and welfare of students, holding staff to account, as appropriate.
- Carry out the professional duties of a teacher as required.
- Take responsibility for child protection issues as appropriate.
- Take responsibility for promoting and safeguarding the welfare of children within the school.

### Duties and responsibilities

#### Shaping the future

- In partnership with the headteacher and governors establish and implement an ambitious vision and ethos for the future of the school
- Play a leading role in the school improvement and school self-evaluation planning process.

- In partnership with the headteacher, manage school resources under areas of responsibility.
- Devise, implement and monitor action plans and other policy developments.
- Lead by example to motivate and work with others.
- In partnership with the headteacher, lead by example when implementing and managing change initiatives
- Promote a culture of inclusion within the school community where all views are valued and taken into account.

### **Leading on Personal Development, Behaviour and Welfare.**

- Be an excellent role model and expert on how to manage pupil behaviour, improve attendance and ensure the well-being of all students at Uffculme School.
- Provide strategic leadership for personal development, behaviour, and welfare.
- Work with the headteacher to raise standards through staff appraisal.
- Work with other senior leaders on the development and delivery of training and support for staff.
- Work in partnership with the headteacher and core SLT in managing the school through strategic planning and the formulation of policy and delivery of strategy, ensuring management decisions are implemented.
- Ensure that the school is always fully compliant in all areas of safeguarding, including the SCR.
- Integrate the use of data into all levels of strategic and operational management of the behaviour and safety of students.
- Ensure the systematic teaching of basic skills and recording of impact is consistently high across the school and providing appropriate support where necessary.
- Ensure through leading by example the active involvement of students and staff in their own learning.

### **Setting and Achieving High Expectations:**

- Ensure a consistent focus on pupil attendance, behaviour, safety and wellbeing.
- Promote a culture of reflective and personalised learning where all students are supported to take responsibility for their own learning and achievement.
- Develop and embed strategies which ensure high expectations of attendance and behaviour and listen to the pupil voice.
- Design and implement policies that support the school's vision and help to improve all elements of student wellbeing and behaviour.
- Ensure that the SMSC/PSHE curriculum is embedded across the curriculum and remains up to date with current legislation.

### **Managing the organisation**

- Lead regular reviews of all school systems to ensure statutory requirements are being met and improved on where appropriate.
- Ensure the effective dissemination of information, the maintenance of and ongoing improvements to agreed systems for internal communication.
- Working with the headteacher, undertake key activities related to professional, personnel/HR issues as appropriate.
- Manage HR and other leadership processes as appropriate e.g. sickness absence and disciplinary or capability investigations and hearings as appropriate
- Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across the school.
- Be a proactive and effective member of the senior leadership team.

- Ensure the day-to-day effective organisation and running of the school including the deployment of staff as appropriate.
- To undertake any professional duties, reasonably delegated by the headteacher.

#### **Securing accountability**

- Lead and support the staff and governing body in fulfilling their responsibilities with regard to the school's performance and standards.
- Support the headteacher in reporting the school's performance to its community and partners.
- Promote and protect the health and safety of students and staff.
- Take responsibility for promoting and safeguarding the welfare of children within the school.

#### **Strengthening community**

- Work with the headteacher in developing the policies and practice, which promote inclusion, equality and the extended services that the school offers.
- Develop, maintain and be accountable for all specialist support services as appropriate.
- Promote the positive involvement of parents and carers 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.
- Promote positive relationships and work with colleagues in other schools and external agencies.

#### **Exercise of particular duties**

- Perform any reasonable duties as requested by the headteacher

#### **All staff at Uffculme:**

1. have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
2. ensure their tasks are carried out with due regard to Health and Safety
3. participate in appropriate professional development including adhering to the principle of performance management.
4. adhere to the ethos of the school
5. promote the agreed vision and aims of the school
6. set an example of personal integrity and professionalism
7. attend appropriate staff meetings and parents evenings across all three sites
8. carry out any other duties as commensurate within the grade in order to ensure the smooth running of the school

Signed by role holder:

Date:

## PERSON SPECIFICATION

### Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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Criteria	Essential	MOA
<b>Education/Qualifications</b> NB: Full regard must be paid to overseas qualifications.	A minimum of five GCSEs, or their equivalent, at grade C and/or above, including English and Maths	AF/C
	A university degree relevant to the post	AF/C
	QTS	AF/C
<b>Experience</b> Relevant work and other experience	Experience of working at a strategic level in a school – preferably as part of a Senior Leadership team	AF/I
	Experience of employment at a Senior level in Special School	AF/I
	Experience of leading and managing a team	AF/I
<b>Skills &amp; Ability</b> e.g. written communication skills, dealing with the public etc.	An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by <b>Part 7 of the Immigration Act 2016</b>	AF/I
	A good knowledge of current education legislation, Ofsted framework and best practice.	AF/I
	Knowledge of National Curriculum guidelines and initiatives	AF/I
	Ability to work independently demonstrating initiative and pro-activity, as well as supporting colleagues as part of a team	AF/I
	IT competent and confident, including use of all aspects of MS Office, including Word, Excel and Publisher.	AF/I
	Ability to contribute to school development planning	AF/
	Ability to contribute to policy development	AF/I
	An understanding of GDPR legislation	AF/I
	Ability to analyse and interpret information and make recommendations	AF/I

	Ability to problem solve	AF/I
	Ability to line manage other employees including responsibility for deployment allocation of work, induction, appraisal, development etc, at all times promoting a positive working environment	AF/I
	To be able to work under pressure and meet deadlines	AF/I
	To understand the need for confidentiality	AF/I
	An excellent communicator with the ability to show sensitivity and objectivity in dealing with confidential issues	AF/I
<b>Training</b>	Willingness to participate in further training and development opportunities offered by the school	AF/I
	Evidence of CPD related to Leadership undertaken over the past two years (eg NPQML, SL)	AF/I
	Evidence of CPD related to Special Needs	AF/I
<b>Other</b>	Ability to demonstrate commitment to Equal Opportunities	AF/I

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

Reviewed by:

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Date:

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