

# BOWDEN HOUSE SCHOOL

## DEPUTY HEADTEACHER/HEAD of EDUCATION

### JOB DESCRIPTION

<b>Title and Grade of Post</b>	<b>Deputy Headteacher/Head of Education</b>
<b>Status of Post</b>	<p>This is a senior post within the school's staffing structure which carries with it membership of the Senior Leadership Team This post holder is accountable to the Headteacher This post is to deputise/act as Headteacher, in the absence of the Headteacher As Deputy Headteacher, you will be required to meet the general requirements of this post as specified in the School Teachers Pay and Conditions Document In addition, you will be required to fulfil any reasonable expectations of the Headteacher.</p>
<b>Job Purpose</b>	<p>To provide leadership, development and management of the teaching and learning of all students To teach all students within the school To take a lead role in the monitoring and evaluation of standards across the whole school and to be a leading professional actively promoting effective teaching and learning practices across the school The post will require you to work in partnership with the Headteacher, the Senior Leadership Team, Governors and Staff to ensure the continuous improvement of the school.</p>
<b>Reporting to</b>	<p>The post holder is responsible to the Headteacher in all matters The post holder is also expected to interact and lead colleagues on a professional level in order to promote a mutual understanding of the school's ethos, vision and values The post holder will be expected to network and liaise across a range of external providers, schools, community and co-ordinator networks, to ensure a consistency of approach regarding standards, support, transition and high quality learning and teaching.</p>
<b>MAIN EXPECTATIONS OF THE ROLE</b>	
<b>1. Shaping the Future</b> <ul style="list-style-type: none"><li>• Support the Headteacher and Governors in establishing a vision for the future of the school demonstrating inspirational leadership and creativity</li><li>• Play a leading role in the school improvement planning process, taking account of the agreed priorities of the school and how these link with National and Local Initiatives</li><li>• Contribute to the identification of key areas of strengths and lesser strengths in the school</li><li>• Work to a high standard in implementing agreed policies, priorities and expectations so as to set a good example to other colleagues</li></ul>	

- Promote a culture of team work in which views of all members of the school community are valued and taken into account
- Contribute to the self-evaluation of the school

## **2. Leading, Learning and Teaching**

- Share responsibility for the analysis of key school performance data, to ensure priorities are appropriate and improvement in standards is promoted
- Work closely with the school's ELT Team and Head of Student Welfare to ensure that education and social progress is clearly recorded/monitored and appropriate support is allocated when necessary
- Take responsibility for the development of an effective timetable which meets the needs of students within the statutory frameworks; the resources available and in line with their EHC Plan
- Provide training or ensure training is delivered, to develop effective teaching and learning
- Promote the active involvement of students in their own learning programme
- Contribute to target setting: including statutory procedures and targets for individuals and groups throughout the school
- Support strategies to promote high and acceptable standards of behaviour
- Contribute to the development of a broad and rich curriculum which meets the needs of the range of student ability in the school
- Support the development of an effective assessment framework
- Promote the use of ICT to enhance and extend students' learning
- Monitor and evaluate classroom practice
- Provide support for colleagues in improving their classroom practice.

## **3. Developing self and managing others**

- Promote and safeguard the safety and welfare of children and young people
- Contribute to the creation of a positive school ethos in which every individual is treated with dignity and respect and where the safety and welfare of our students is paramount
- Support the development of collaborative approaches to learning within the school and beyond
- Support the induction of staff new to the school
- Set high expectations for your own performance and that of others
- Engage in relevant professional development activity as necessary

## **4. Managing the organisation**

- Contribute to a regular review of the organisation of the school to ensure it meets statutory requirements
- Develop action plans in specified areas of responsibility in order to bring about improvements
- Contribute to the planning process for the distribution of resources to ensure they meet the school's identified priorities
- Contribute to regular evaluation of the impact of the use of resources in relation to the quality of education of the students and value for money.

## **5. Securing Accountability**

- Support the Governing Body in meeting its responsibility to account for the performance of the school
- Work in partnership with the Headteacher to secure improvement through Performance Management: take responsibility for the performance management/Appraisal of staff and their CPD programme

- Support staff in understanding their own accountability and develop approaches to ensure effective review and evaluation
- Use a range of data sources to set realistic yet challenging targets for students; analysing outcomes for individuals and groups; use this information to implement appropriate curriculum pathways and intervention programmes
- Contribute to the reporting of the performance of the school to parents/carers, Governors and other key partners as necessary.

#### **6. Strengthening Community**

- Contribute to the development of the school as a member of the community; strengthening partnerships with other schools and services
- Gain an understanding of the diversity of the school community
- Contribute to policies and practices which promote equality of opportunity and challenge prejudice
- Contribute to the development of a curriculum which provides students with opportunities to enhance their learning within the wider community
- Promote and model good relationships with parents/carers which are based on partnerships to support and improve students' achievement.

**Bowden House School is committed to the Safeguarding and Protection of Children. We appoint staff in positions of trust and it is our duty under Safer Recruitment and Selection to ensure that all appointed staff are fit to work with vulnerable children and young people. References and an Enhanced DBS clearance check that are satisfactory to us will be a condition of appointment.**



Autumn Term 2022