

Sandwell Home and Hospital Tuition Service

Whiteheath Education Centre

Job Title: Deputy Head teacher

Job description

Salary: L5-9

The post holder is immediately responsible to:

The Head Teacher

1 Professional Duties and Responsibilities

- To deputise for the Head teacher when required.
- To undertake major responsibilities arising from the Head Teacher's professional duties which have been reasonably delegated.
- To be aware of current theory and practice, changing pupil need, trends in society and be prepared to lead and act on new ideas and change.
- The postholder is required to carry out under the reasonable direction of the Head Teacher the professional duties of a teacher and Deputy Head Teacher which are set out in the current 'School Teachers' Pay and Conditions Document' (DfE).
- To ensure the development and implementation of all School policies.
- To use effectively Information Communication Technology Systems in line with school and Local Authority (LA) Policies.
- To provide written and oral reports for parents/guardians/carers, the Head Teacher and Governors, LA and external agencies.
- To manage internal cover in accordance with the current 'School Teachers' Pay and Conditions Document' (DfE).
- To set high standards of professionalism and act with commitment, leading by example in working towards a 'Centre of Excellence' through carrying out all the Service aims.
- To assist in the management and supervision of pupils from arrival to departure.
- Home school liaison as appropriate.
- Regularly monitor the teaching and learning through classroom observation and provide appropriate support and feedback, in line with the Performance Management Policy.
- To support mainstream links, as appropriate.
- To work in partnership with SLT, Governors, staff, parents, LA and the community to further develop the Service.
- To lead, motivate and support staff in building up the staff team, and to help build its ethos.
- To line manage TLRs and other teaching staff.
- To assist the Head Teacher in the compilation of the Service Development Plan, leading the implementation of identified priorities.
- To make an active contribution in the monitoring and evaluation of the Service Development Plan.

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- To take a lead role in the planning, preparation and organisation of the service`s functions and events as appropriate.
- To abide by the agreed Terms of Reference for the Leadership Group and Senior Management Team.
- To effectively promote and market the Service with the aim of constantly improving its image and reputation.
- To develop and maintain effective liaison with other schools and outside agencies.
- To ensure suitable and sufficient cover work is set.
- To chair and attend meetings as appropriate.
- Off site activities - ensuring all LA guidelines are followed, and paper-work completed.
- To continue to meet the required standards for subject leaders.
- To ensure the safety of pupils during unstructured time.
- It is the responsibility of each employee to carry out their duties in line with Council policies on equality (please refer to the Policy Statement), harassment, racial equality and the CRE action plan, and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for in line with these policies and the CRE standards.
- Use and development of ICT as required.
- Such other duties as may be appropriate to achieve the objectives of the post to assist The Home and Hospital Service in the fulfilment of its objectives commensurate with the post holder`s salary grade, abilities and aptitudes.
- The post holder must at all times carry out his/her responsibilities with due regard to the Council`s policy, organisation and arrangements for Health and Safety at work.
- All staff within The Home and Hospital Service will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities of Education and Children`s Services. Any changes arising will take account of salary and status. They will also be subject to discussion with individuals or sections affected and with appropriate trades unions.
- “Sandwell Home and Hospital Service and Whiteheath Education Centre is committed to safeguarding and promoting the welfare of pupils and young people and expects all staff and volunteers to share this commitment.”

2 Particular General Teaching Responsibilities

2a Knowledge and Understanding

- Have a detailed knowledge of appropriate National Curriculum and assessment for all Key Stages.
- To lead and contribute towards teaching and learning.
- Know and can teach any relevant and suitable syllabuses.
- Understand progression across all Key Stages.
- Know and can teach the development of key skills in an appropriate subject(s).
- Understand how pupils` learning is affected by their physical, intellectual, emotional and social development.

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- Select, and make good use of, ICT skills for subject and management support.
- Know and understand how national, local and school comparative data can be used to set/implement clear targets for pupils' achievement in order to raise standards.

2b Planning, Teaching and Classroom Management

- Identify clear teaching objectives and content to deliver the National Curriculum, with regard to the Service's aims, policies and schemes of work.
- Set tasks for the class, group and individuals, including homework, which are both appropriate and challenging in order to ensure high levels of pupil interest.
- Set appropriate and demanding expectations for pupils' learning, motivation and presentation of work.
- Identify pupils who have additional special educational needs, are gifted and talented or who are not yet fluent in English, and to direct positive and targeted support.
- Provide clear structures for lessons, and for sequences of lessons, in the short, medium and long term, which maintain pace, motivation and challenge for pupils.
- Make effective use of assessment information on pupils' attainment and progress and in planning future lessons.
- Monitor and intervene when teaching to ensure sound learning and discipline, maintaining a safe environment in which pupils feel confident.
- Use a variety of teaching and learning styles to keep all pupils engaged and on-task.
- To implement the Code of Practice for SEND, keeping records on Individual Education Plans (IEPs) and where appropriate, Pastoral Support Plans (PSPs)/Behaviour Plans.
- To work effectively with support staff.
- Critically evaluate own teaching and use this to improve professional effectiveness.

2c Monitoring, Assessment, Recording, Reporting and Accountability

- Developing Base-line Assessment for pupils, in order to monitor value-added pupil performance.
- To implement the whole School Assessment for Learning, Recording, and Reporting Policy and Guidelines, in accordance with the latest DfE regulations/advice.
- Liaising with, and seek support from, relevant LA Advisers as appropriate.
- Leading and ensuring the appropriate implementation of Statutory Assessment Tests/Tasks.
- Providing reports/progress charts as requested by the Head Teacher.
- Assess and record each pupil's progress systematically with reference to the Centre's policy and practice, and use the results to inform planning.
- Mark and monitor classwork and homework, providing constructive feedback and setting targets for future progress.
- Understand and know how to set different kinds of Assessment for Learning appropriately for different purposes, including those for examination courses.

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- Provide reports on individual progress to the Head Teacher, and parents/carers as required.

2d Other Professional Requirements

- To ensure that teachers with Teaching and Learning Responsibilities (TLR) use data effectively to identify pupils who are experiencing particular difficulty in subjects and where necessary, to monitor and evaluate plans of action to support these pupils.
- To analyse and interpret all appropriate evidence to monitor and evaluate policies, practices, expectations, targets and teaching methods.
- Understand professional responsibilities, having a working knowledge and understanding of current legislation.
- Undertake duties and lead assemblies as required.
- Set appropriate cover work in the event of a known absence.
- Establish positive working relationships with colleagues, governors, parents/carers, LA, outside agencies and the community where appropriate.
- Set a good example through own presentation, personal and professional conduct.
- To help lead and make an active contribution towards the corporate life of the Service through meetings, assemblies, shared projects and Centre functions.
- To take responsibility for own professional development, and to keep up-to-date with relevant research and developments in pedagogy, including SEND.
- To monitor the progress made in achieving subject plans and targets, and use the analysis to guide further improvement.

3a Strategic Direction and Development

To assist the Head teacher in driving the Service forward.

3b Teaching and Learning

The Deputy Head Teacher will support and monitor effective teaching and evaluate standards of pupil achievement.

3c Leading and Managing Staff

The Deputy Head Teacher will provide support, challenge, inform and develop as necessary to sustain motivation and secure improvement in teaching.

- To undertake any professional duty of the Head Teacher which may be delegated by the Head Teacher.

3d Efficient and Effective Deployment of Staff and Resources

The Deputy Head Teacher will, in conjunction with the Head teacher, monitor appropriate use of resources for the subjects and ensure that they are used efficiently, effectively and safely.

3e Pastoral Responsibilities

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The Deputy Head Teacher will make an active contribution towards the pastoral welfare of pupils and support to staff.

Note

This job description is not necessarily a comprehensive definition of the post. The particular duties and responsibilities listed above may be subject to reasonable change from time to time following consultation between the Head Teacher and post holder.

Issued after consultation

Issued by: _____
(Head Teacher)

Received by: _____
(Post Holder)

Date received: _____

One copy of the job description should be retained by the Head Teacher and one copy given to the post holder.

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