

Job Title	Deputy Principal (Head of Education Outcomes and Effective Learning)
Location	School
Reporting to	Executive Principal
Effective date of JD	
Salary range	L17 - L21

School Purpose

The purpose of the School is to meet the holistic communication and interaction, social, emotional and educational needs of young people who have statements / EHCP's

Job Purpose including main duties and responsibilities:

In addition to the Conditions of Employment for Deputy Head teachers to:

- provide the leadership and management which enables the School to give every pupil high quality education and care which promotes the highest possible standards of achievement progress and personal development.
- secure the long-term success of the School
- undertake, to the extent required by the Executive Principal or Governing Body, the professional duties of the Executive Principal in the event of his absence

Under the direction and support of the Executive Principal, to be responsible for:

- Playing a significant role alongside the Executive Principal and Senior Leadership Team in the planning of the future strategic direction of the whole school.
- Taking a lead role in incorporating and unifying all agreed whole school strategies, developments, systems, protocols, policies and procedures to ensure efficient and effective working practises.
- Working as a cohesive member of the school staff team, including becoming a proactive, solution focussed,
- Positive thinking member of the School's Senior Leadership Team.
- Inspirational leadership and proactive positive management; encourage, motivate, support and value all staff promoting high quality team working, co-operation, trust and professionalism.
- Supporting the strategic transformation of the school in its entirety (all school facilities / sites)
- Overseeing the day-to-day organisation, management and conduct of this educational provision in accordance with school Policy and procedures, the current

School Teachers' Pay and Conditions Document and any applicable associated guidance and/or legislation.

Key Accountabilities (in partnership with the Executive Principal:

1. Creating the Future of the School

- a. Working under the direction of the Executive Principal to ensure the long term success of the school
- b. Contribute to, and communicate, the schools vision which expresses core values and purpose
- c. Implement the vision through agreed objectives and operational plans and notably the whole School Development Plan priorities
- d. Through collaboration, innovation and research develop school practice and procedures
- e. Motivate others to create a shared learning culture and positive climate
- f. Effectively collaborate with a range of professional partner schools and agencies to realise the schools vision
- g. Assist the Executive Principal with recruitment as required

2. Leading Teaching and Learning in the School to:

- a. Ensure a continuous and consistent School-wide focus on pupils' achievement progress and development
- b. Ensure creative, responsive and effective approaches to learning and teaching that meet the needs of all pupils
- c. Ensure that high expectations and aspirational targets are maintained for the whole school community
- d. Oversee the monitoring, evaluation and review of pupils' achievement progress and development to ensure on-going school improvement and appropriate reporting to stakeholders
- e. Tackle under-performance at all levels of pupils and staff
- f. Ensure the efficient and effective utilisation of all available resources

3. Working with the Executive Principal to Develop Self and Others:

- a. Maintaining effective strategies and procedures for, staff induction, professional development and performance review.
- b. Promote and maintain a culture of high expectations for self and others
- c. Lead on developing a culture of self-evaluation that promotes professional and personal development

- d. Ensure the deployment of all staff is efficient and effective with maximum impact for teams, individuals and pupils, including teacher cover on a daily basis
- e. Regularly review own practice, set personal targets and take responsibility for own professional development
- f. Act as a lead coach / mentor where need dictates
- g. Responsible for work placement and NQT programs

4. **Managing the Organisation**

- a. Ensure the smooth day-to-day running of the School and report directly to the Executive Principal
- b. Responsible for the consideration of consultations for pupils placement and response / negotiation with the LA
- c. Report to Governors when required
- d. In consultation with the Executive Head, recruit and retain staff. Oversee the effective deployment of staff within the school to maximise impact.
- e. Inputting to key strategic whole school documents, including: formal school self-evaluation, school development plan, policies & procedures and statutory web site published data.
- f. To provide information to the Executive Principal, both written and verbally on the progress made towards achieving the aims and objectives set for the School and progress towards meeting specific targets set
- g. Line manage the Assistant Principals and oversee the implementation of the performance management/appraisal policy
- h. Ensure that any allegations, conduct, capability issues about any member of the school community is reported immediately to the Executive Principal for a decision on how to proceed
- i. To secure the acquisition of additional funding to support the school
- j. Producing and implementing the schools timetables
- k. Leading on high profile, consistent, high quality behaviour management. Setting and operating firm but fair consistent boundaries with all students (& staff) at all times. Leading / managing the staff team to do the same.
- l. Support school improvement ensuring all Ofsted outcomes have been met and reaching good or better standards
- m. Promote staff and student pride and 'ownership' of the whole school, including all physical resources (grounds, buildings, equipment, furniture, vehicles etc.)

5. **Securing Accountability**

- a. Contribute to, and articulate the School ethos, which enables everyone to work collaboratively
- b. Ensure individual staff accountabilities are clearly defined, understood and agreed within the School
- c. Ensure every individual child has access to high quality teaching and learning and development opportunities
- d. Secure evidence from self-evaluation opportunities to inform school improvement
- e. Monitor, evaluate and provide timely evidential reports to the Executive Principal on the schools work as requested
- f. Represent and deputies for the Executive Principal as required to include Governors meetings and Strategic meetings within the wider School community
- g. Tackle under-performance at all levels

6. **Strengthening Community**

- a. Promote positive strategies for challenging all discrimination
- b. Ensure and promote a range of community-based learning experiences
- c. Collaborate with other agencies to ensure pupil and community needs are met
- d. Ensure all complaints are appropriately investigated, managed and reported to the Executive Principal
- e. Engage in effective school to school support and challenge to improve the quality of educational provision across the SENTient trust and wider school community
- f. Lead on the promotion and maintenance of positive high quality relationships with all stakeholders and communities at all times.

The post holder will be expected to:

- hold a full driving license and be prepared to drive school vehicles and use own car on school business if required
- work flexible hours by prior agreement if / as required.
- undertake any other reasonable duties as directed by the Executive Principal.

The Deputy Principal/ Head of Education Outcomes and Effective Learning is not delegated to carry out the following actions and must refer any potential issues to the Executive Principal for discussion, action or delegated authority to carry these out each time.

- 1. To suspend a member of staff**
- 2. To exclude a pupil, either fixed term or permanently**
- 3. To undertake threshold assessment**
- 4. To set school budgets**
- 5. To vire money between allocated budgets**
- 6. To appoint staff**
- 7. To agree and sign salary amendments for staff**
- 8. To sign or amend contracts or offer posts within the school**
- 9. To approve overtime**

Person specification:

Attribute	Essential	Desirable	Method of Assessment
Education & Qualifications	QTS	Further leadership qualification i.e. leading from the middle, NPQH	<ul style="list-style-type: none"> • Application
	Willingness to undertake further leadership CPD		
Leadership	Leadership and management skills to improve the School's level of attainment and success	Experience of challenging and managing under performance in school staff	<ul style="list-style-type: none"> • Application • References • Interview • Observation
	Outstanding classroom practitioner who can lead by example	Experience of Acting Headship	
	Ability to motivate pupils and staff	NCTL designation SLE, LLE	
	Demonstrated ability to lead, coordinate and delegate		
	Ability to manage change and work under pressure of changing circumstances		
	Leading change, creativity and innovation		
	Experience of managing personnel		
	Experience of whole school leadership with positive outcomes		
Experience	Experience of whole school senior leadership with positive outcomes	Experience of leading within an SEN provision	<ul style="list-style-type: none"> • Application • Interview • References
	Experience of leading the management of challenging / disaffected behaviour	Experience of leading from Early Years too Post 16	
		Experience of leading Literacy or Numeracy	
Practical Skills	Excellent organisational skills		<ul style="list-style-type: none"> • Application • Interview • References
	Excellent time management skills		
	Ability to distribute leadership and delegate effectively		

	Excellent abilities to work collaboratively with other school leaders		
Communication	Ability to liaise effectively with parents and local community	Experience of working in a range of SEN school settings	<ul style="list-style-type: none"> • Application • References • Interview
	Excellent written, verbal, presentation and listening skills		
	Ability to communicate effectively under pressure		
	Ability to build and maintain positive relationships with all stakeholders		
Personal Qualities	Integrity		<ul style="list-style-type: none"> • References • Interview • Observation
	Fairness		
	Optimistic, constructive and solution focused		
	Ability to motivate others		
	Ability to mediate		
	Ability to inspire confidence in the parent community		
Excellent communicator and motivator of people			
Strategic Thinking	Knowing how to use school evaluation and performance data to support, monitor and challenge school improvement	Evidence of ways to build, communicate and implement a shared vision	<ul style="list-style-type: none"> • Application • Interview • References
	Ability to contribute to, and maintain a clear vision for the School and to lead others to plan and deliver it		
Technology / IT Skills	An understanding of technologies and their impact on learning	Experience of leading technological development	<ul style="list-style-type: none"> • Application • Interview
Equal Opportunities	Excellent understanding of safeguarding roles and procedures	Experience of managing legal issues relating to managing a school, including equal opportunities, race relations, disability, human rights and employment legislation	<ul style="list-style-type: none"> • Application • Interview • References
	Experience in effective management of children with significant inclusion needs		
	Experience in effective management of children with significant inclusion needs	Experience of being a senior designated officer for safeguarding with level 3 training	
	Excellent understanding of children exhibiting behavioural difficulty and how to support		

	them to achieve		
	Understanding of equality issues, their impact and how to manage discrimination effectively		