

Job description

Job title

Deputy Head Teacher – Head of Upper School

Hours

37.5 hours per week worked over 52 weeks per year
(39 weeks worked with 240 undirected hours)

Contract

Permanent

Role profile and grade

TLS50S - Grade 6, Point 16 rising to Point 18

Salary

£52,307.00 rising to £56,742.00 with annual increments

Location

Inscape House School, Cheadle, Stockport

Reports to

Head Teacher – Hannah Stollar

Type of DBS required

Enhanced, Child and Adult (We will apply for this on your behalf.)

Job purpose

Working at a Deputy Head level you will be responsible for; leadership and organisation of an innovative and sequential curriculum across your department, improving teaching and learning, raising achievement and securing pupil progress through ensuring quality first teaching and multi-disciplinary working for students. You will also lead on a significant area of whole school improvement; e.g. safeguarding, assessment, CPD, curriculum etc. There will also be occasions when you will deputise in the absence of the Head Teacher.

Core purpose: To play a key leadership role in developing staff skills and knowledge by delivering effective continuing professional development (CPD) to your team and across the wider school. As a result, staff will deliver strategies to remove barriers to learning and raise achievement, so that all pupils surpass expectations.

Key responsibilities

Core Purpose and Accountability:

- Under the direction of the Head Teacher, contribute to the school's Quality Improvement Plan and demonstrate rigour in establishing, influencing and embedding school-wide policies, monitoring progress towards their achievement reflecting the autism specialism of the school.
- Undertake the professional duties reasonably delegated to you by the Head Teacher, including the support and assessment of Trainee Teachers or ECT staff within the department.
- In partnership with the Head Teacher and the Senior Leadership Team, provide professional leadership, management and professional development throughout the school but with specific leadership responsibilities for the team of teachers within a specified department.
- Provide professional leadership and management of Staff Development Plan, influencing the priorities within your department and the wider school.

Generic/Teachers:

- Carry out the duties of a school teacher by covering for staff absence within the department. This includes any duties as may be reasonably directed by the Head Teacher and the accountabilities expected of class teachers at Inscape School.
- Facilitate and encourage learning which enables students to achieve high standards, to share and support the corporate

responsibility for the well-being, education and positive behaviour support of children within the department.

- Uphold and model the school's and Trust's principles, policies, aims and values.
- Work together, as part of a multi-disciplinary team, influencing areas of provision that impact positively on learning and teaching across this autism specialist school.
- Take an active lead in the Quality Improvement Plan and School Self Evaluation process, ensuring this clearly links to the Together Trust 'Stronger Together' strategic plan. You will lead a departmental team through the School Self Evaluation process and be responsible for the department evidence to inform the SEF.
- Contribute to the production of department specific statutory information, in line with areas of responsibility which currently includes curriculum information, pupil outcomes and impact of pupil premium. These areas may change in future.
- Actively undertake continuous professional development through keeping abreast of the latest developments locally and nationally in order to influence the Inscape offer. This is particularly important to support future growth.

Personal Development Reviews (Performance Management)

- Undertake annual Personal Development Reviews, setting and agreeing targets linked to the Quality Improvement Plan priorities with the Head Teacher.
- Lead and manage the PDR and supervision of the department specific team of education staff.

Strategic direction/Shaping the future

- Support the Head Teacher in ensuring that the vision for the school and the Trust is clearly articulated, shared, understood and acted upon effectively by all.
- Assist the Head Teacher in the ongoing and annual review of standards of leadership across the school.

- Responsibility of costed Department and subject development plans, which contribute positively to the achievement of the Quality Improvement Plan.
- Develop, influence and implement policies and practices for identified subject/area(s) which reflect the school's commitment to high achievement and is consistent with national and local strategies and policies.
- Promote high expectations for attainment. In partnership with the Head Teacher and the SLT, ensure termly 1:1 pupil progress meetings are undertaken with each teacher and class team, resulting in effective targeted interventions.
- Establish short, medium, and long-term plans to raise achievement within a specified department.
- Monitor the progress made in achieving subject/department plans and targets, and evaluate the effect on teaching and learning and pupil outcomes.
- Work with outside agencies and stakeholders to influence future action, including embracing opportunities for school-to-school support and service growth.

Resource Management

- Work with the Head Teacher to provide effective organisation and management of a specified department and seek ways to improve organisational structures and functions based on rigorous self-evaluation, specifically utilising a provision mapping approach.
- Work with the Head Teacher to ensure the people and resources within a specified department are organised, managed and trained (contribute to provision mapping within the department) to provide an efficient, effective and safe learning environment.
- Work closely with the Business Manager to deliver department budget allocation to ensure the budget is spent in line with subject/area learning priorities and best value principles.
- Work closely with the Business Manager to secure and allocate resources to support effective learning and teaching within a specified department.

- Work closely with the Business Manager to monitor and control the use of resources and budget according to the school's agreed financial procedures.

Developing Self and Working with Others

- Contribute to school staff development, to maintain a professional and vibrant autism specific learning community which enables others to achieve, based on information flowing from robust department self-evaluation and performance management processes.
- Support staff within a specified department, in achieving high standards through effective continuing professional development.
- Be committed to your own ongoing professional development, and ideally, being qualified to NPQSL.
- To be a positive role model, treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture.
- Build a collaborative learning culture within both a department and the whole school and actively engage with other schools to build effective learning communities and a growth mindset culture.
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams and as appropriate engage with the Together Trust Employee Recognition Awards
- Develop and maintain a culture of high expectations for self and others through the implementation of a robust performance management process (including PDR and supervision), with an allocated team of staff.
- Regularly review own practice, set personal targets and take responsibility for your own professional development.

Strengthening Community

- Work with the Head Teacher and other members of the school leadership team to engage with the internal and external school community to secure equity and entitlement and to grow the

school's annual intake and respond to national and local changing need.

- Work with the Head Teacher to collaborate with other schools and organisations in order to share expertise and bring positive benefits to our own and other schools.
- Work with the Head Teacher to work collaboratively at operational levels with parents and carers and other Together Trust services.

Securing Accountability

- Work with the Head Teacher to ensure the school's accountability to a wide range of groups, particularly parents, carers, governors, trustees, the DfE, Ofsted and other stakeholders, ensuring that pupils enjoy and benefit from a high-quality education, promoting collective responsibility within the whole school community and beyond.
- Develop a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Work with the Governing Body providing information, objective advice and support to enable it to meet its responsibilities.
- Develop and present a coherent, understandable and accurate account of the department's performance to a range of audiences including governors, parents and carers, trustees and external stakeholders
- Reflect on personal contribution to school achievements and take account of feedback from others.

- Agree, monitor, evaluate and hold accountability for department level pupil progress targets, ensuring termly 1:1 pupil progress meetings are undertaken with each teacher and class team, resulting in effective targeted interventions.

Specific Duties for Department Leader

- Provide professional leadership and management of the Department Development Plan as agreed, on an annual basis, with the Head Teacher.
- Assist the Head Teacher and other senior leaders in the day to day running of the school including promoting assemblies, leading teams, developing and influencing curriculum, delivering staff training, overseeing the organisation of parents' evenings, promoting health and safety, and through attendance at extracurricular events.
- Work closely with the Governing Body as a member of sub committees and through joint working.
- Line manage staff according to Trust policy and support, challenge and develop them in their roles thus ensuring a culture of accountability at all levels.
- Prepare agendas for relevant meetings.
- Participate in senior leader and wider leadership meetings and strategic planning sessions.
- Carry out other responsibilities as required by the Head Teacher from time to time.

Specific areas of responsibility

- Ensure a specific department focus on achievement and standards, reflecting best practice for pupils and staff within all education roles.
- Influence, develop and quality assure, curriculum policy and innovation for a specified department ensuring it maximises achievement for all within that department.

- Work with the multi-disciplinary school team to ensure that a contemporary view of autism is a key driver in raising whole school performance.
- Prepare statistical analyses of the department's performance and target setting for internal and external use, including coordination of the School Self Evaluation process.
- Be the Department Lead, ensuring data, assessment for learning and reporting procedures are robust, timely and effective and improve department specific, school achievement. Ensure the staff team within a department, have a shared understanding and commitment and receive the required professional development.
- Have a full understanding of and responsibility for using data to inform and improve standards and achievement within the department.
- Use data to monitor pupil progress and then identify, implement and quality assure intervention strategies to raise achievement and drive up the quality of teaching and learning so all teaching is at least good with a high proportion of outstanding teaching.
- Develop and quality assure assessment, recording and reporting procedures across the school, including the reporting for annual and other reviews in line with Education, Health and Care plan outcomes.
- Ensure all internal and external assessments are planned precisely and executed smoothly with minimum stress for pupils and staff alike, in partnership with the school SENCo and the Business Manager.
- Ensure Subject Leaders develop and maintain pupil assessment and tracking systems at subject level and implement strategic interventions as required.
- Work with the Head Teacher to quality assure teacher assessments and data to drive up achievement.
- Lead the development of pupils' timetables in partnership with the Head Teacher.
- Chair review meetings.

- Contribute to raising achievement meetings, developing strategies and Tier 1 interventions to ensure all groups within the department make at least expected and increasingly, above expected progress at all key stages.
- Line management of the department staff team, ensuring teachers with management undertake their management responsibilities.
- Be responsible for monitoring staffing and conducting routine Return to Work Interviews for your direct reports and ensure your direct reports do likewise.

School-Wide Responsibility

- Take the primary responsibility for managing and overseeing a whole-school area e.g. assessment, teaching and learning, CPD, curriculum etc.

General duties and responsibilities

- Carry out the duties as set out in the School Standards.
- Continue to meet the required standards for Qualified Teachers' status.

Other responsibilities

- Actively engage with the Together Trust's vision, mission and values.
- Commit to promoting equality, diversity and inclusion.
- Commit to and uphold the safeguarding of all students and young people. Including taking an active part in weekly safeguarding meetings about students within own department.

Person specification

You will need demonstrate the extent that you have the necessary requirements for this role. Please use examples in your application how you match the criteria in the person specification and your experience of the responsibilities outlined for the role.

	Essential	Desirable
Education, qualifications and training	<p>Qualified at degree level or equivalent.</p> <p>Qualified Teacher Status.</p>	<p>Relevant qualification in Autism.</p> <p>Hold National Professional Qualification for Senior Leadership (NPQSL) or equivalent.</p> <p>DSL trained.</p>
Experience and skills	<p>Proven track record of own professional development and operational management and positive impact within school, as a result of this work.</p> <p>Participation in work with other schools/agencies Participation in work with a range of stakeholders.</p> <p>Proven track record of leading in-service activities for others, in line with education standards.</p> <p>Evidence and impact of management development.</p> <p>Proven track record of effective performance management of teaching</p>	<p>Years of management experience within an ASC or SEND education setting.</p> <p>Experience of being a deputy DSL and safeguarding learners in education.</p> <p>Significant leadership and management experience.</p>


	<p>and support staff resulting in improved pupil outcomes.</p> <p>Proven track record of delivering staff engagement through change.</p> <p>Proven ability to translate organisational strategy / policy ensuring common understanding and delivery of related outcomes.</p> <p>Years of teaching experience working with pupils with ASC.</p> <p>Strong data management skills including the ability to develop this skill in others.</p> <p>Excellent understanding and use of assessment for learning approaches, including target setting and tracking.</p> <p>A good understanding of the requirements of transition in, between key stages and out of school (as appropriate).</p>	
<p>Knowledge and understanding of leadership</p>	<p>Capacity to lead and influence creative and enriching leadership to the school.</p> <p>Provide professional development to teachers and other education staff.</p> <p>Able to demonstrate behaviours that inspire</p>	<p>Have an understanding of HR processes and experience of managing complex issues with a diverse cohort of staff.</p>

	<p>and motivate others, including growth mindset.</p> <p>Experience of managing budgets within a school setting.</p> <p>Aspirational on behalf of the students, the school, the Trust and Inscape's role in the communities across Greater Manchester and beyond.</p> <p>Able to contribute to ethos and discipline structures via daily duties/ assemblies/ disciplinary meetings etc.</p> <p>Fluent and effective communicator.</p> <p>Able to establish professional working relationships with all members of the school community.</p> <p>Adheres to and encourages in others professional standards of fairness and integrity.</p> <p>Success in fostering parental support of students' learning, attendance and behaviour.</p> <p>Leadership of the professional development of staff.</p>	
Safeguarding	Committed to safeguarding and promoting the welfare of children and young people in	

	<p>line with 'Keeping Children Safe in Education'.</p> <p>To have undertaken recognised safeguarding training.</p>	
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Applications are welcomed from all regardless of age, disability, marriage or civil partnership, pregnancy or maternity, religion or belief, race, sex, sexual orientation, trans status or socio-economic background. We are committed to making reasonable adjustments for disabled people. We positively encourage applications from those with lived experience.

<p>Other</p>	<p>A track record of providing and analysing statistical data in a clear, understandable report format.</p> <p>Proven track record or working with complex issues of a difficult and sensitive nature Providing effective safeguarding support and guidance.</p> <p>A courteous, positive and 'can do' problem solving approach.</p> <p>An ability to form good working relationships with colleagues and to work cooperatively in a team.</p> <p>Ability to work with a range of people at all levels.</p> <p>A full clean driving license and use of own car with business insurance.</p>	
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The Together Trust is committed to safeguarding and promoting the welfare of the people we support and expects all our staff and volunteers to share this commitment.

Safeguarding checks will be undertaken for the successful candidate in line with our safer recruitment policy, including an Enhanced DBS check (at no cost to yourself).

This role will involve regulated activity.