

Deputy Head Teacher Job Description

Post Title: Deputy Head Teacher

Responsible To: Head Teacher

Liaison With: Head Teacher, Senior Leaders and SENCO

Overall Responsibilities

The Deputy Head will operate under the reasonable direction of, and be immediately responsible to, the Head Teacher and is employed by Clarity Independent School. The Deputy Head shall carry out their professional duties in accordance with and subject to:

- The provisions of the Education Acts 1994-1998 and any orders and effects made from Government legislation.
- The policies and practices of Clarity Independent School, which are in accordance with current initiatives and legislation.
- The Deputy Head will take an active role in disciplinary matters enhancing the general ethos of the school.
- The Deputy Head will assist the Head Teacher in ensuring the educational needs of all pupils are effectively met.

Appointment of staff

- Participation in the selection and appointment of school staff where appropriate.

Leadership of staff

- Deployment of Teachers and Special Support Assistants, in conjunction with the Head Teacher and supported by the Pastoral Manager.
- Leadership, development and supervision of Teachers.
- Leadership, development, supervision and appraisal of TAs in conjunction with the Special Needs Co-ordinator.
- Assisting the Head Teacher in recruiting, deploying and leading all non-teaching staff and allocating duties to them.

Policies and procedures

- To assist the Head Teacher in formulating the overall aims and objectives of the school and policies for their implementation.
- To ensure that practices, policies and procedures are followed, evaluated and developed and are effective in meeting the individual needs of the children.

Curriculum

- To organise an appropriate curriculum for the school having regard to the needs, experience, interests, aptitudes and stage of development of the pupils and the resources of the school.



- To monitor the quality and effectiveness of planning systems, i.e. schemes of work, curriculum statements and individual pupil records for the delivery of the school's curriculum, taking into account the individual needs of the pupils.
- To monitor the effectiveness of assessment systems and thereby pupil progress.

The school day

- To co-ordinate and oversee the school day, including the deployment of support staff, supervision of school breaks and the effective management of pupils out of class in conjunction with the Pastoral Manager.

Performance management

- To evaluate the standards of teaching and learning through Performance Management, ensuring that proper standards of professional practice are established and maintained within the educational provision of the school.
- To monitor and lead the improvement of standards of quality in teaching and learning.
- To evaluate and develop the quality of teaching and learning across the curriculum in conjunction with the Head Teacher.

Training, development and induction of staff

- To supervise and deliver an induction programme for new staff, involving different departmental staff as appropriate.
- To ensure that all teaching staff and Special Support Assistants have access to advice and training appropriate to their needs and the needs of the pupils, in accordance with the Independent School Standards and of Clarity Independent School.

Pupil progress

- To monitor and maintain pupil's progress, their pupil progress files and Records of Achievement with reference to EHCP targets as well as targets based on observation and assessment in school.
- To ensure the development of rigorous assessment systems for the recording and planning of pupil progress.
- To liaise with consultant therapists to plan and implement targeted interventions for pupils with a range of needs in consultation with the SENCO.

School targets

- To liaise with the Head Teacher on the setting of whole school targets and individual pupil targets.

Individual care and education health care plans

- To update and monitor Educational Health Care Plans in conjunction with the SENCO, Pastoral Manager and Head Teacher.

Discipline

- In conjunction with the Head Teacher, to promote among the pupils self-discipline and proper regard for authority encouraging good behaviour on the part of pupils, ensuring that standards of behaviour among the pupils are acceptable and that members of staff are aware of the policy in respect of discipline.
- To take an active part in disciplinary matters enhancing the general atmosphere of the school.

Relationships with parents and external agencies

- To promote and model effective relationships with parents, LAs, DfE, Social Service agencies and the community.
- To make arrangements for parents and LAs to be consulted and given regular information about the school curriculum and the progress of their pupils so as to promote common understanding of its aims.
- To maintain liaison with other schools and further education establishments with which the school has a relationship.

Resources

- To monitor the educational and other resources of the school, through Departmental budgets.

Teaching

- To participate to such an extent as may be appropriate in the teaching of pupils in the school.

Senior leadership team

- To be a member of the school's Senior Leadership Team and take overall responsibility for the school as directed by the Head Teacher.

Professional meetings

- To chair regular Education minuted meetings.
- To chair and/or participate in Annual Education Reviews, Children's Services Care Reviews and Planning Meetings where appropriate and in consultation with the SENCO.

General Duties:

- To assist the Head Teacher in managing the school.
- To assist the Head Teacher in formulating the overall aims and objectives of the school and policies for their implementation.
- To assist the Head Teacher in developing and maintaining good relationships with authorities, the local community and the parents of its pupils.
- To assist the Head Teacher in the organisation, leadership and management of the school.
- To contribute to the formation of school development plans and their application.



- To be a member of the school's Senior Leadership Team and take overall responsibility for the school as required.
- To teach in accordance with the timetable.
- To carry out any other reasonable duties that may be specified from time to time by the Head Teacher.

Safeguarding

- To assist the Head Teacher in the role of Designated Safeguarding Lead and assume responsibility in place of the Head Teacher where necessary, as outlined in annex B of Keeping Children Safe in Education.

Clarity Independent School is committed to the safeguarding and promotion of the welfare of all children and young people in our care. All staff have a key role and responsibility in this area.

This post is subject to an Enhanced Disclosure check.