



MARY EXTON

Deputy Headteacher & SENDCo

Job Description

This job description should be read in conjunction with the National Conditions of Employment for Teachers.

The full range of duties and responsibilities for Deputy Headteachers and SENCOs are contained in the current edition of the School Teachers' Pay and Conditions Document published in accordance with the School Teachers' Pay and Conditions Act. This document seeks to place this range of duties and responsibilities within the context of Mary Exton School (see section 2 part 9 of School Teachers Pay and Conditions Document).

In carrying out these duties, the post holder will consult, as appropriate, with the various stakeholders including the Headteacher and staff, Governors, the Local Authority, children, their parents/carers, outside agencies and the wider school community.

Core purpose

- To share in the leadership and the corporate responsibility of the school
- To lead the school in the policies and practices of continuous school improvement and staff development
- To constantly seek & implement strategies which will bring about that improvement
- To undertake, in the absence of the Headteacher, the professional duties of the Headteacher
- To work with the Headteacher and Governors to ensure that the school contributes as fully as possible to the local community
- To have responsibility for the day to day operation of the School's SEN and Disability Policy and for co-ordinating provision for pupils with SEND
- To develop and maintain the Pupil Premium Strategy each year

SPECIFIC RESPONSIBILITIES

The particular duties assigned to this post are set out below. They may be subject to amendment from time to time within the terms of your conditions of employment. However, these changes will only be made after consultation with the post holder.

Strategic direction and development of the school

With the Headteacher:

- To help to formulate the aims and objectives of the school and policies for their implementation
- To lead the school in embedding clearly its vision, values, ethos and ambitions
- To keep up to date with and share knowledge of current issues in education
- To contribute to effective school self evaluation and improvement planning
- To monitor and evaluate the impact of the school's policies, practices, targets and priorities, identifying developments needed and work with the Headteacher to achieve them

Leadership and Management

- To play an active role in the leadership of the school and develop the potential for leadership in others
- To challenge and support teachers and support staff in developing professionally
- To deal promptly and effectively with any poor performance of staff, teams or pupils
- To work with the Headteacher on the appointment and performance management of staff
- To ensure her/his own continuing professional development
- To promote and safeguard the welfare of children and young persons
- To work with the Headteacher on the organisation and day to day running of the school and on the efficient management of school resources
- To work with the leadership team to present an accurate and coherent account of the school's performance based on thorough and rigorous school self evaluation to a range of audiences, enabling them to play their part effectively
- To be able to inspire children and colleagues by a positive, active and supportive attitude

SEND Leadership

- Ensure that the School's policy for SEND is in place and is informed by the SEN Code of Practice
- Maintain efficient systems for identifying, assessing and reviewing the progress of pupils with SEND
- To set targets and monitor pupil performance and adapt provision if necessary to meet all children's needs for raising achievement among pupils with SEND
- To make referrals to, and liaise with outside agencies in order to enlist specialist support/expertise where necessary
- To make referrals for Education, Health and Care Plans and for additional funding and conduct all associated reviews
- Line manage specialist Teaching Assistants and give support to general TAs to support children with SEND to ensure effective intervention for pupils with a range of needs
- Lead on the implementation of statutory policies as required
- Assist the Headteacher and Governing Body in developing the school strategy for developing the support for the needs of our pupils with SEN and disabilities
- Advise the Headteacher and Governing Body of priorities for expenditure and deployment of staff, and utilise resources with maximum efficiency
- Maintain and develop resources, co-ordinate their deployment and monitor their effectiveness in meeting the objectives of School and SEN policies
- Carry out an annual audit, evaluation and draw up an Action Plan to address future development and expenditure related to this area of responsibility
- Undertake day-to-day co-ordination of provision through close liaison with staff, parents and external agencies
- Identify, adopt and model the most effective teaching approaches for pupils with SEND and disseminate accordingly
- Work with some pupils individually, or in groups, with more challenging needs or set up programmes/model teaching for Teachers and Teaching Assistants to carry out
- Liaise with other schools to ensure continuity of support and learning when transferring pupils with SEND
- To be available to advise colleagues in fulfilling their statutory responsibilities

- Update the Headteacher and Governing Body on the effectiveness of provision for pupils with SEND
- Plan and implement a structured SEND programme for all staff members
- Manage regular half termly SEND surgeries to ensure a close working relationship with parents

Teaching and Learning

- To provide a consistently good or outstanding role model as a class teacher
- To play a major role in the development of high quality teaching and learning throughout the school in close partnership with SLT
- To work with the Headteacher to ensure that the school takes account of local and national initiatives and policies relevant to teaching and learning in the delivery of a broad and rich curriculum
- To work with the Headteacher to ensure the ongoing monitoring and regular evaluation and development of the curriculum

Wider Community and Pastoral Care

- To implement policies and procedures to promote high standards of behaviour and positive attitudes for all children
- To ensure that a high standard of care for all children is maintained
- To fully support all aspects of the life and work of the school
- To develop and maintain positive and effective relationships with parents and carers, Governors and other community partners
- To support fully the school's work in developing a productive partnership with the LA and a range of other partners
- Work with the Headteacher to promote and engage in effective integrated practice, to include common assessment framework processes
- To provide information and objective advice and support to the governing body to enable it to meet its responsibilities
- To ensure that parents and pupils are well-informed about the curriculum, attainment and progress and are able to understand and contribute to targets for improvement
- To support the school's work to promote equal opportunities and tackle discrimination

This job description will be reviewed at least annually as part of your performance management programme.

The Deputy Headteacher will have access to a range of professional development activities, for example Deputy Headteacher cluster meetings and appropriate training courses. This is in addition to the required training (National Qualification) and support opportunities involved with the role of SENCo.

Currently this role is non class based. This is subject to change in the future.

HEALTH AND SAFETY

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person.

DISCLOSURE AND BARRING SERVICE

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

The Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA) have merged to become the Disclosure and Barring Service (DBS). CRB checks are now called DBS checks.

ADDITIONAL INFORMATION

The post holder is required to contribute to and support the overall aims and ethos of the School. All staff are required to participate in training and other learning activities, and in Performance Management and Development as required by the School's policies and procedures.

**** The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.**

ORGANISATION CHART

