



JOB DESCRIPTION

Dovecote school is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage, or civil partnership.

Job Title	Deputy Head teacher
Hours	40 hours p/w
Salary	Competitive Salary
Responsible to	Head teacher
Responsible for	Teachers, Tutors LSA and Students within Dovecote School
Purpose of Job	<p>This role sits within the professional leadership and management team for the school. This will promote a secure foundation from which to achieve high standards in all areas of the school's work. The</p> <p>The Deputy Head must establish high quality education by effectively working with the SLT to manage the teaching and learning whilst using personalised learning to realise the potential of all students.</p> <p>To teach pupils across the full age and ability range present in the school (6-19) to ensure the highest possible standards of student's achievement, personal development, and wellbeing</p> <p>At Dovecote School we have a wide range of students presenting with additional learning needs which include speech, language and communication issues, Asperger's, Autism, SpLD, MLD and BESD.</p>

DOVECOTE SCHOOL VISION

1. We strive to equip all pupils with the skills needed to meet their full potential through an innovative and specialised curriculum. Small scale learning communities where young people are known as individuals.
2. The learning process is active
3. The learning community is underpinned by environmentally sustainable values and practices



<p>4. Pupil voice is empowered through a strong emphasis on developing individual communication strategies.</p> <p>5. Families and the local community are vital partners in the life of the school, and they share in the decision-making. We work together as a team to provide a happy, safe, and stimulating environment, whilst promoting well-being for all and building confidence for the future</p>	
WE VALUE	WE AIM TO
LEARNING	Create nurturing, challenging and empowering learning opportunities for children, staff, and parents/carers.
INCLUSION	Offer a broad, balanced curriculum that is relevant and accessible for all children
ACHIEVEMENT	Celebrate the achievements and successes of everyone
COMMUNICATION	Ensure everyone has a voice and their contribution is valued
RESPONSIBILITY	Secure the accountability of all through distributive leadership, rigorous monitoring, and evaluation
REFLECTION	Improve future performance through the continuous evaluation of our practice
CREATIVITY	Think outside the box and try new ideas to continuously raise standards
COMMUNITY	Foster positive working relationships with parents/carers, multi-agency professionals and the local community
ENVIRONMENT	Protecting our future and our planet
DIVERSITY	Promote tolerance and respect for individual differences, abilities, needs and beliefs
WELL-BEING	Create a safe, caring environment in which everyone is healthy, happy, and ready to learn
TRANSITION	Equip children and families with the knowledge, skills, independence, and resilience to face future challenges

MAIN PURPOSE

The deputy headteacher, under the direction of the headteacher, will take a major role in:

- Formulating the aims and objectives of the school
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end
- Monitoring progress towards the achievement of the school's aims and objectives



AIMS AND OBJECTIVES

At the heart of a successful school is the provision of high-quality teaching and learning, the effective use of resources, improving standards of achievement for all students and the promotion of students' personal development and wellbeing. The teacher plays a key part in this provision by a commitment to the school's ethos to provide this.

Accountable to the Head teacher and CEO, the Deputy Head teacher as part of the SLG provides vision, leadership and direction for the school and ensures it is managed and organised to meet the aims and targets. The Deputy Head teacher, working with others, is responsible for assisting in the evaluation the school's performance to identify the priorities for continuous improvement; raising standards; ensuring equality of opportunity for all; developing policies and practices; ensuring that resources are efficiently and effectively used to achieve the school's aims and objectives and for the day-to-day management, organisation, and administration of the school.

Working in collaboration with the Head teacher and others, secures the commitment of the wider community to the school by developing and maintaining effective partnerships.

Drawing on the support provided by members of the school community, the Deputy head teacher alongside the Head teacher is responsible for creating a productive learning environment, which is engaging and fulfilling for all students.

MAIN DUTIES & RESPONSIBILITIES

Shaping the Future

Working with the senior management to create a shared vision and strategic plan which inspires and motivates students, staff, and all other members of the school community.

This vision should express core educational values and purpose and be inclusive of stakeholders' values and beliefs. The strategic planning process is critical to sustaining school improvement and ensuring that the school moves forward for the benefit of its students.

Actions

- Ensure the vision for the school is clearly articulated, shared, understood, and acted upon effectively by all.
- Work within the school community to translate the vision into agreed objectives and operational plans, which will promote and sustain school improvement.
- Demonstrate the vision and values in everyday work and practice.
- Motivate and work with others to create a shared culture and positive climate.
- Ensure creativity, innovation, and the use of appropriate new technologies to achieve excellence.



- Assist the Head teacher in ensuring that the strategic planning takes account of the diversity, values and experience of the school and community at large.
- Developing further and establishing and monitoring an outstanding alternative education provision.

Leading Learning and Teaching

Responsibility for raising the quality of teaching and learning and for students' achievement. This implies setting high expectations and monitoring and evaluating the effectiveness of learning outcomes. A successful learning culture will enable students to become effective, enthusiastic, independent learners, committed to life-long learning.

Actions assisting in:

- Ensuring a consistent and continuous school-wide focus on students' achievement, using data and benchmarks to monitor progress in every child's learning
- Ensuring that learning is at the centre of strategic planning and resource management
- Establishing creative, responsive, and effective approaches to Assessment for Learning
- Ensuring a culture and ethos challenge and support where all pupils can achieve success and become engaged in their own learning
- Demonstrating and articulating high expectations and set stretching targets for the whole school community
- Implementing strategies that secure high standards of behaviour and attendance
- Determining, organise and implement a diverse, flexible curriculum and implement effective assessment framework
- Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils
- Monitoring, evaluate and review classroom practice and promote improvement strategies
- Using the SEF as a tool to self-monitor
- Observations regulated and linked directly to appraisals and OFSTED regulations
- Challenging underperformance at all levels and ensures effective appraisal systems are in place.
- Promote a culture and practices that enables all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
- Make sure the school fulfils statutory duties regarding the [SEND Code of Practice](#).



Developing Self and Working with Others

Effective relationships and communication are vital in schools. Effective Deputy head teachers manage themselves and their relationships well and is about building a professional learning community that enables others to achieve. Through performance management and effective continuing professional development practice, the Head teacher along with the Deputy head teacher supports all staff to achieve high standards.

Deputy head teacher should be committed to their own continuing professional development to equip themselves with the capacity to deal with the complexity of the role and the range of leadership skills and actions required of them.

Actions:

- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture
- Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities
- Assist in the development and maintenance of effective strategies and procedures for staff induction, professional development, and performance review
- Ensure effective planning, allocation, support, and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams
- Develop and maintain a culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory
- Regularly review own practice, sets personal targets, and take responsibility for own personal development
- Manage own workload and that of others to allow an appropriate work/life balance

Managing the Organisation

The Deputy head teacher will assist in providing effective organisation and management of the school and seek ways of improving organisational structures and functions based on rigorous self-evaluation. This should ensure that the school and the people and resources within it are organised and managed to provide an efficient, effective, and safe learning environment. These management responsibilities imply the re-examination of the roles and responsibilities of those adults working in the school to build capacity across the workforce and ensure resources are deployed to achieve value for money.

Actions

- Assist in creating an organisational structure which reflects the school's values, and enables the management systems, structures, and processes to work effectively in line with legal requirements
- Assist in the implementation of clear, evidence-based improvement plans and policies for the development of the school and its facilities



- Ensure that, within an autonomous culture, policies and practices take account of national and local circumstances, policies, and initiatives
- Assist in the recruitment and deployment of staff appropriately and assist in the management of their workload to achieve the vision and goals of the school, implement successful performance management processes with all staff
- Assist in the management and organisation of the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations
- Ensure that the range, quality and use of all available resources is monitored, evaluated, and reviewed to improve the quality of education for all students and provide value for money
- Use and integrate a range of technologies effectively and efficiently to manage the school
- Working with the SLT to ensure that policies and procedures are up to date, reflect current regulation and are appropriately implemented

Securing accountability

Assisting the head teacher being accountable to a wide range of groups, particularly students, parents, carers, directors, and the Local Authorities. They are accountable for ensuring that students enjoy and benefit from a high-quality education, for promoting collective responsibility within the whole school community and for contributing to the education service more widely.

Actions

- Assist in developing a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes
- Ensure individual staff accountabilities are clearly defined, understood, and agreed and are subject to rigorous review and evaluation
- Work with the Head teacher (providing information, objective advice, and support) to enable them to meet their responsibilities
- Assists in the development and present a coherent, understandable, and accurate account of the school's performance to a range of audiences including local authorities, Directors, parents, and carers
- OFSTED compliance alongside striving for an OUTSTANDING service.
- Reflect on personal contribution to school achievements and take account of feedback from others

Strengthening Community

Schools exist in a distinctive social context, which has a direct impact on what happens inside the school. School leadership should commit to engaging with the internal and external school community to secure equity and entitlement.

Working with the Head Teacher and SLT, the Deputy Head will collaborate with other schools to share expertise and bring positive benefits to their own and other schools. They should work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all children.



Actions

- Assist and build a school culture and curriculum which takes account of the richness and diversity of the school's communities
- Create and promote positive strategies for challenging racial and other prejudice and dealing with racial harassment
- Ensure learning experiences for students are linked into and integrated with the wider community
- Collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional, and cultural well-being of pupils and their families
- Create and maintain an effective partnership with parents and carers to support and improve students' achievement and personal development
- Seek opportunities to invite parents and carers, community figures, businesses, or other organisations into the school to enhance and enrich the school and its value to the wider community
- Contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives
- Co-operate and work with relevant agencies to protect children

Safeguarding Children & Safer Recruitment

This school is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2011 and recent Safeguarding amendments and expects all staff and volunteers to share this commitment.

Actions

The Deputy head teacher in support with the Head teacher should ensure that:

- The policies and procedures adopted by the directors are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice regarding children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.

Teaching and learning

- To be committed to and to promote the school's aims, objectives, values, and vision – 'a community learning and achieving together.'
- To maintain and contribute to the development of school policies to ensure that all staff:
 - Effectively teach within the school's Teaching and Learning Policy set appropriate homework
 - Mark work, assess, record, track, and report pupil progress, using all available data, liaising with Subject Learning Manager about trends.



- Provide a stimulating learning environment
- Have due regard for maintaining health and safety and security in the areas they use.
- To be a member of the pastoral team and undertake the associated responsibilities as a key worker for an individual student
- To assist with the effective operation of subject teams:
 - developing schemes of work, resources, teaching and learning strategies,
 - contributing to team review, monitoring and evaluation and the development of working practices,
 - participating in working groups and attending meetings
 - taking part in other professional development activities

Practice

- Ensure that all students, adults, and visitors are treated with dignity and respect, in an environment which reflects the importance of and their right to be treated as valuable worthwhile individuals.
- Ensure every step necessary to ensure that students are protected from neglect, abuse, and exploitation.
- Maintain strict confidentiality.
- Report any safeguarding concerns to the Designated Safeguarding Lead/Head Teacher.

Externally

- Create and harness excellent and mutually beneficial relationships with trades and contractors that provide value for money.
- At all times to raise the positive profile and reputation of the organisation.
- Analyse and respond to risks to the company in relation to regulatory, financial, legislative and reputation.

Additional Responsibilities

The above job description forms part of your main terms and conditions of employment, although does not include or define all tasks. The Company reserves the right to vary duties and responsibilities at anytime.

Equal Opportunities

Dovecote School supports Equal Opportunities in employment and opposes all forms of unlawful discrimination on all grounds. You are expected to always comply to the Companies EO Policy and Guide to Equality document



	ESSENTIAL	DESIRABLE
Personal Attributes	<ul style="list-style-type: none"> • Be responsive and reflective • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • Ability to work under pressure and prioritise effectively • Commitment to always maintaining confidentiality • Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position. • Good knowledge of people management • Be accountable, honest, and reliable • Provide individuals with confidence, inspiration, direction, and guidance • Understanding and empathy with the work of the school • Self-motivate with a positive attitude • Develop innovative solutions • Non-discriminatory practice 	
Skills and Knowledge	<ul style="list-style-type: none"> • Data analysis skills, and the ability to use data to set targets and identify weaknesses • Understanding of high-quality teaching, and the ability to model this for others and support others to improve • Understanding of school finances and financial management • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Ability to build effective working relationships • Good knowledge of people management practices • Outstanding leadership skills • Ability to work independently and as part of a team • Ability to motivate teams and individuals • Effective communication skills, verbal and written • Excellent IT skills • Excellent organisational and time management skills • Thorough knowledge of Safeguarding procedures 	<ul style="list-style-type: none"> • Working with children and young people who have experienced trauma • Risk and risk management • Project management skills • Budget management and planning



	<ul style="list-style-type: none"> • Comprehensive knowledge of Health and Safety Legislation • Good knowledge of the relevant Regulatory Body regulations • Ability to identify and prioritise urgent issues • Possess a good ability to communicate effectively using records, reports, emails, and verbal communication with individuals and groups. • Ability to prioritise • Attention to detail • Ability to work collaboratively and co-operatively with all professional colleagues and students • Hold a full UK driving license. 	
Experience	<ul style="list-style-type: none"> • Relevant experience in the specialist area of the service i.e., relevant experience of working with young people/young adults with autistic spectrum disorders and/or challenging behaviour • Relevant experience as a Deputy Head Teacher • Experience of Ofsted procedures and inspections • Working individually and within a team • Leading, supervising and managing teams • Building and maintaining effective working relationships 	<ul style="list-style-type: none"> • Experience of managing change • Managing budgets effectively and ensuring cost efficiency • Financial planning and budgetary control
Qualifications	<ul style="list-style-type: none"> • Full Manual UK Driving License • QTS/Relevant Teaching Qualification 	
Training	<ul style="list-style-type: none"> • Commitment to personal and professional development. • Ability to engage with learning opportunities including effective use of supervision, training, e-learning, and feedback 	



Working Conditions	<ul style="list-style-type: none">• Participate in in the Senior Team on call rota• The ability to be physically able to perform your duties as recognised in Team Teach• A satisfactory DBS will be required for all employees• Commitment to the values of the organisation	
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Notes:

This job description may be amended at any time in consultation with the postholder.