



Newingate School

JOB DESCRIPTION

Job Title:	Deputy Headteacher
Terms and Conditions:	The appointed candidate will take full responsibility for the day-to-day operation of the school and the education provided. As well as deputizing for the headteacher in their absence the post will hold specific responsibility for either; The quality of education or student welfare. Due to the size of the school the post holder will also (initially) work directly with the students when necessary.
Location:	Newingate School, 48 New Dover Road, Canterbury, Kent CT1 3DT
Reporting to:	Headteacher

Newingate School in Canterbury is a brand new independent special day school offering education for students aged 11-18 years with a diagnosis of Autism. The school is scheduled to open in February 2023 and for this post the appointed candidate would start in September 2023 and therefore would be an integral part of the founding team as the school prepares for its first full Ofsted Inspection. The school has limited parking for staff however we encourage staff to make use of environmentally friendly alternatives such as public transport, cycling (Bike2work scheme available) and walking. Parking is available locally and if required then the school will support with the cost of this.

Job Purpose:

To support the Headteacher in leading the school to becoming a specialist provider of learning and support for Autistic students. Providing them with a safe environment and a rich and relevant curriculum so they may progress into adulthood with the skills they need to make positive contributions to their community and gain meaningful employment and independence.

As stated above, the post holder will take on full responsibility for either one of the following aspects of school operations, either;

- **Head of Education** – (Curriculum, Teaching and Learning, Outcomes etc)
Or
- **Head of Student Welfare** – (Safeguarding, Family Liaison, Interventions, Wellbeing etc)

Main Responsibilities:

- Leading by example, providing inspiration and motivation for the students and staff
- Providing educational vision and direction which secure effective teaching, successful learning and achievement by students in developing new academic, personal, social and practical skills and preparing them for the opportunities, responsibilities and experiences of adult life
- Ensuring that all those involved in the school are committed to its aims, motivated to achieve them, and involved in meeting long, medium and short term objectives and targets which secure the educational success of the school
- Ensure that policies and practices take account of national, local and school data, and inspection and research findings
- Monitor, evaluate and review the effects of policies, priorities and performance of the school in practice, and taking appropriate action
- Work within the Code of Practice relating to Special Educational Needs, and the OFSTED independent school standards
- Working with the Headteacher to assess prospective students
- To lead on the ongoing assessment of all students

Teaching and Learning

Be the exemplar of teaching in the school. In partnership with the headteacher, assist in:

- Creating and maintaining an environment and code of behaviour that promote and secure good teaching, effective learning, good behaviour and discipline which enables teachers to meet the standards set out in the professional development framework
- Determining, organising, implementing and monitoring the curriculum and its assessment
- Supporting staff in the production of effective lesson preparation and its successful delivery
- Monitoring and evaluating the quality of teaching and standards of learning and achievement of all pupils/students at the school and college
- Delivering CPD linked to the school's priorities
- To facilitate learning and acquisition of skills by students that will help them in later life, providing opportunities for work experience and involvement in accredited courses where appropriate
- Development of extra-curricular activities in accordance with the educational aims of the school
- Initially teaching an allocated timetable (no more than 40%) of core learning as the school grows in student numbers

Leading and Managing staff

Lead the Education Team and be a member of Senior Leadership Team, to be a model of professional conduct and presentation, demonstrating high personal standards of expertise and commitment.

In partnership with the Headteacher, assist in:

- Maximising the contribution of staff to improve the quality of education provided and standards achieved and ensuring that constructive working relationships are formed between staff and students
- Developing good working relationships with staff, students, parents/carers, LEA's, social services, outside agencies etc.
- Planning, allocating, supporting and evaluating work undertaken by groups, teams and individuals
- Leading the continuing professional development of staff
- Motivating and enabling all staff in the school to carry out their respective roles to the highest standards, through high quality continuing professional development based on assessment of needs and systematic monitoring and evaluation
- Deputising for the Headteacher as required and to act as DSL/Deputy DSL at all times

Efficient and effective deployment of staff and resources

In partnership with the Headteacher, assist in

- Participating in the recruitment and selection of the highest quality staff
- Working with colleagues to deploy, develop and retain all staff effectively in order to improve the quality of education provided in accordance with the mission statement
- Contributing to the formation of policies and procedures for the school
- Managing, monitoring and reviewing the range, quality and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money

Accountability

In partnership with the Headteacher, assist in

- Creating and developing an organisation in which all the members of staff recognise that they are accountable for the success of the school
- Ensuring that parents/carers are well-informed about the curriculum, attainment and progress and about the contribution they can make in supporting their child's development

Other

- To contribute to annual EHCP reviews where required and attend associated meetings as required
- To work in partnership with colleagues and other professionals to meet the social, emotional, education, health and mental health needs of the young people, your team and yourself
- To follow policies, procedures and guidelines of Newingate School
- Ensure the respect, dignity and rights to privacy of the children and young people as far as possible

- Carry out any other duties as are within the scope, spirit and purpose of the job, the title of the post and its grading as requested by the Headteacher or Newingate School

The duties and responsibilities outlined above do not represent a full list of the tasks the post holder will be expected to perform. It is also recognised that the duties of all posts are subject to change from time to time. Alterations to duties and responsibilities and performance of similar tasks within the scope of and at the same level will be expected. It is expected that this job description will be regularly reviewed by the post holder and his/her manager. These discussions will normally take place during the Staff Development Review interview

It is important to acknowledge that the school recruits its employees under a safer recruitment policy and is committed to the safeguarding and welfare of children and young people and expects all its employees to share this commitment. This post is exempt under the Rehabilitation of Offenders Act 1974 and the successful applicant will be subject to an enhanced check by the Criminal Records Bureau.

Person Specification

Qualifications

Essential:

- Qualified Teacher Status
- Excellent knowledge of using data and assessment to support school development
- Experience of working in a SEND setting
- Up to date DSL Safeguarding and Child Protection training

Desirable:

- NPQ or similar (or working towards this)

Experience

Essential:

- Substantial and successful teaching experience
- Demonstrable experience and practical application of a curriculum, planning, assessment and how to make the curriculum accessible to pupils with SEND
- Effective leadership, development and deployment of staff
- Significant and successful experience of developing and implementing effective programs for professional development of all staff, particularly in supporting learning/wellbeing for students with SEND
- Evidence of experience of resource planning and leading involvement in School Improvement Planning

Knowledge

Essential:

- Understand and implement strategies for supporting teaching and learning for Autistic students
- Knowledge of how data and assessment can support school development
- The ability to support the school in the identification of improvement issues through data analysis and school evaluation
- A good understanding of diversity issues and how to promote these practically within the school community to overcome barriers to learning
- Effective assessment and reporting systems which inform teaching and learning
- Working effectively with staff, parents, pupil, governing body and the wider community

Professional qualities

Essential:

- To promote and respect the school ethos, teaching and values at all times
- A reflective, dynamic and flexible person able to promote the ethos and values of the school
- The ability to communicate effectively both verbally and in writing to a wide range of audiences
- Has a good record of attendance and punctuality
- Is able to cope with change and working with different age ranges/abilities/needs
- Has a strong commitment to own learning and continued professional development
- An excellent role model to others, able to maintain professional relationships
- The ability to lead and motivate staff and to successfully bring about and manage change

Skills

Essential:

- Excellent interpersonal skills, communication skills and a commitment to team working
- The ability to work under pressure to tight deadlines by prioritising and using time effectively
- The ability to maintain positive relationships