

<p style="text-align: center;">DEPUTY HEADTEACHER Leadership Scale L17 – L23</p>
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Responsible to Headteacher

Job Purposes

To assist the Headteacher in the leadership and management of the school.
To provide leadership and management in order to secure high quality teaching and learning for pupils with autism.

Main Duties

Strategic Direction and Development

- To deputise for the Headteacher and to undertake, in the absence of the Headteacher, all professional duties of the Headteacher.
- To take a lead in the development of policies as required.
- To implement policies, plans, targets and practices to ensure that the needs of pupils with autism are met effectively at all times.
- To assist the Headteacher in the formulation of the School Development Plan
- To take the lead on aspects of the School Development Plan ensuring that it meets the needs of pupils with autism.
- To assist the Head teacher in ensuring effective management of the school's finances.
- To work with governors as required.
- To work with strategic partners across the local authority for the benefit of the school.
- To ensure good practice and high standards are replicated and disseminated across all off-site provision.

Leading and Managing Staff

- To hold staff to account for their professional conduct and practice.
- To act as a role model of good practice for other teachers and colleagues by modelling effective strategies.
- To line manage the school's middle leadership team.
- Ensure robust line management procedures are in place for all staff working in off-site provisions
- To promote team work to ensure effective working relations.
- To share responsibility for the performance management of staff, recognising achievements and good practice and agreeing targets for development.
- To participate in the selection and recruitment of teaching and non-teaching staff.
- To lead on the management of absence and ill health capability to ensure accurate absence monitoring and implementation of the school policies.
- To attend and minute as required weekly Senior Leadership meetings, contributing to school development and evaluation.
- To attend outcome monitoring and class meetings as required

- To chair/lead staff and teachers' meetings as required.
- To be responsible for coordinating therapies across the school ensuring they meet the needs of pupils.
- To coordinate volunteers ensuring they are well utilised within the school

Teaching and Learning

- To promote high quality teaching and learning through observation, advice and support
- To lead on the school curriculum, ensuring all pupils receive a broad, balanced and rich curriculum in line with school ethos. To monitor its effective implementation in order to ensure maximum impact on pupil learning.
- To ensure extra-curricular opportunities enhance the curriculum and promote pupil progress.
- To lead on behaviour support and management throughout the school. To co-ordinate training programmes on Approach and positive behaviour support and advise colleagues on appropriate behaviour support strategies to use with pupils with autism.
- To evaluate and monitor curriculum delivery, teaching and learning and record keeping throughout the school.
- To ensure that effective and consistent strategies to meet the needs of pupils with autism are used throughout the school.
- To participate, to such an extent as may be appropriate having regard to his / her other duties, in teaching pupils at the school throughout the day including the provision of emergency cover for absent teachers and supporting pupils during lunch.
- To attend and chair annual and progress review meetings as required and attend termly Open Evenings.
- To be responsible for monitoring and managing pupil attendance in conjunction with other key members of staff.
- To assist the Head teacher in the admission and transfer of pupils.

Pastoral Responsibility

- To be a designated teacher for Safeguarding, sharing responsibility with other senior and middle leaders.
- To monitor staff wellbeing and provide pastoral support for staff across the school
- To support the school community through, for example; staff social and fundraising events.

All Schools, PRUs and other Services within Enfield are committed to Safeguarding and promoting the welfare of children and young people. Therefore all employees and workers within Durants School are expected to share this commitment.

Staff are expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description. This job description is current at the date shown, but in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the job title, purpose and grade.