



Downs View

Job Description - Deputy Head / Head of KS5

Responsible to: The Headteacher/Governing Body of Downs View School

Main Purpose of Post

- 1. Lead and manage the Downs View Link College site to maintain an outstanding judgement at the next Ofsted inspection.**
- 2. Function effectively as an SLT member (Deputy Headteacher) for Downs View overall.**

Responsible for: all duties associated with or flowing from the execution of the above job purpose.

Duties:

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title, particularly in view of the evolving nature of the post.

The duties below are defined for the two main post roles. The proportion of time spent on each role will evolve over time as the development work associated with our becoming the 'Integrated Hub – East' and the other aspects of the SEND review in Brighton & Hove. The balance of time spent in the different spheres of work will be agreed in discussion with the Headteacher.

1. Deputy Head - Link College

Accountability 1: Leadership and management – To be responsible for the effective ongoing development of a successful school/college.

Key tasks

1. Undertake role of DHT of Link College site – taking day to day responsibility for the site (staff, pupils, parent contact, therapy delivery, admissions) to ensure the site operates effectively. This includes resolving all issues which arise from the above groups (with the support of the Headteacher)
2. Liaise with and give advice/reports to the relevant governor committee(s)/full governing body of Downs View on issues relating to the development of the site
3. Support and uphold all the organisation's policies, including those on behaviour, discipline and bullying
4. Develop and manage a broad, balanced, cohesive, progressive and inclusive curriculum for the relevant key stages, oversee the curriculum and check timetables for classes on site



5. Understand issues relating to the organisation, ordering and funding of resources for the site (Business Manager responsibility), including working with the other deputies on the research and development of alternative funding mechanisms.
6. Manage the timetabling of resources for the site
7. Manage the deployment of supply staff and monitor the supply budget delegated to the site. Investigate and initiate bids from external funding sources for the site
8. Coordinate the effective application of the health and safety policy at the site
9. Contribute to or lead staff development activities and training and act as a mentor for teaching staff
10. Manage the performance of all staff at the site and ensure that effective induction, performance management and mentoring structures are in place in line with organisation policy and in conjunction with the Lead Teacher. This will include challenging underperformance where necessary and executing the organisation's absence management procedure
11. Recruit staff to the site in conjunction with the Headteacher (and where necessary the PFB committee of the FGB and according to organisation policy
12. Attend and participate in open evenings, fundraising events and pupil/student performances
13. Attend or lead team and staff meetings where necessary
14. Continue and further develop effective links with other schools, APPL Partnership, and schools for whom we deliver outreach.
15. Provide support and training for parents and carers

Accountability 2: Teaching and learning – be responsible overall for ensuring the delivery of high quality education to the children and students.

Key tasks

1. Carry out teaching duties in accordance with the organisation's schemes of work and policies, as well as National Curriculum/other curriculum frameworks, and particularly in relation to the standard job description for teachers employed by Downs View
2. Teach children placed at the school and, on occasion, to make appropriate input to statutory school age activity within schools defined in 14 above
3. Support and encourage inclusive practice and manage inclusion overall for the site
4. Keep abreast of and demonstrate best practice in teaching and learning for this population at all times
5. Liaise with colleagues to deliver units of work in a collaborative way
6. Lead and manage teachers, teaching assistants and the therapists to maximise pupil & student learning opportunities and outcomes
7. Support teaching staff to be reflective and innovative in their approach to pupil learning
8. Function as the site SENCO, including the coordination of MDT meetings and the integrated working with health colleagues
9. Ensure that work is set for pupils/students absent from the site and that opportunities for work experience are available for students in the school
10. Attend and support staff in planning/delivering off-site/residential experiences, support teachers in planning residential journeys



Accountability 3: Assessing and reporting - be responsible overall for ensuring that children/students are properly assessed by teachers and their progress effectively reported.

Key responsibilities and/or tasks

1. Ensure that pupils' work is effectively recorded and accredited. Undertake progress target monitoring for pupils on the site and ensure pupil work is monitored (in terms of planning, delivery and evaluation) consistently according to policy
2. Ensure that teachers maintain lesson evaluations and keep progress data accurate and up to date
3. Assess and return work within agreed time span, providing feedback and targets
4. Provide assessment reports to monitor pupil progress
5. Work within the Code of Practice relating to Special Educational Needs

Accountability 4: Standards and quality assurance – be responsible for ensuring high standards of teaching, learning and behaviour permeate every facet of the work of the school.

Key responsibilities and tasks

1. Support the aims and ethos of Downs View
2. Implement procedures for the effective monitoring and evaluation of performance of both people and systems – including monitoring, pupil target setting and data analysis
3. Ensure that teachers set challenging targets for pupil attainment levels
4. Set a good example in terms of dress, punctuality and attendance
5. Uphold the organisation's behaviour code
6. Function as Safeguarding Lead for the site and ensure that pupil behaviour is supported appropriately
7. Provide effective transition arrangements for children entering and leaving the site and ensure all necessary documentation is completed in terms of reporting achievements.

2. Deputy Headteacher of Downs View School

Accountability 5: Leadership and management – function effectively as one of three deputy headteachers for Downs View.

Key tasks

1. Support and deputise for the Headteacher
2. Function as a full member of the SLT
3. Be responsible for ensuring delivery of staff development activity for site in conjunction with the relevant Lead Teacher.
4. Undertake management of school improvement and assessment processes (e.g. 'Onwards & Upwards') in liaison with deputies and assist the Headteacher in the setting of whole school targets
5. Coordinate the effective application of the health and safety, safeguarding, equalities and other policies across the site and organisation



6. Develop the curriculum in liaison with deputies to ensure an appropriate and cohesive site curriculum is in place, consistently linked to that taught on other sites
8. Liaise with parents and attend consultation evenings so that good relationships exist between home and school
9. Contribute as required to LA strategic development issues
10. Report verbally and in writing to governing body meetings or other meetings as necessary
11. Oversee the organising and running of open mornings for potential staff and interested visitors
12. Pupil Admissions – assess pupil admission against criteria for placement, oversee a supportive induction process for new pupils

Accountability 6: Teaching and learning, standards, and quality assurance – be responsible as part of the SLT for ensuring that the delivery of education to pupils across the site is of demonstrably high quality.

Key tasks

1. Undertake (with SLT members) the monitoring and observation of teachers across the school/college (but particularly on the site) according to the organisation monitoring and performance management policies
2. Be a fundamental contributor to the whole organisation improvement target setting process
3. Contribute to the professional development and training of Downs View staff as well as other colleagues and partners
4. Investigate and implement programmes to achieve accreditation through quality marks and standards, including the processes to gain re-accreditation for standards (for example, Healthy Schools)
5. Maintain a high level of understanding of the Ofsted Inspection Framework as it relates to special schools, and make a significant contribution to the preparation of the SEF and of the school for inspection, including taking responsibility for school self-evaluation mechanisms
6. Be proactive in continuing to develop own professional practice

Vanessa Hickey
Executive Head teacher

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