Beech Lodge
SCHOOL

JOB DESCRIPTION

Deputy Head Teacher

Required for September 2017

Overall Responsibilities

The Deputy Head will operate under the reasonable direction of, and be immediately responsible to, the Head Teacher. The Deputy Head shall carry out their duties in accordance with and subject to:

- The Independent Schools standards.
- The policies and procedures of Beech Lodge School, which are in accordance with current initiatives and legislation.
- The Deputy Head will assist the Head Teacher, ensuring the educational and pastoral needs of all pupils are effectively met.

Responsibilities and Roles

To contribute to the overall leadership and management of Beech Lodge School with specific responsibilities identified.

- To lead an agreed subject across Key Stage 3 and Key Stage 4.
- To undertake the role of whole school SENCO.
- To undertake the role of Designated Safeguarding Lead.
- To deputise and undertake overall responsibility for the school in the absence of the Head Teacher and on any other occasions which are deemed necessary.
- To further the aims of the school and support the Head Teacher in ensuring the vision of the school is communicated and clarified.
- To share with the Head Teacher a responsibility for providing quality assurance in all the school's activities.
- To provide for the Head Teacher an overview of major school issues through a wide-ranging awareness and contact with staff and pupils.
- To assist the Head Teacher in promoting awareness and observation of Safeguarding and Health and Safety Guidelines and legislation
- To have an agreed teaching commitment, roughly equivalent to 2.0 days a week,

Monitoring and Evaluation

- To work with the Head Teacher to ensure that the aims, values and objectives of the school are achieved through an effective School Development Plan.
- With the School Leadership Team, support the Head Teacher in the evaluation of the School Development Plan.
- To assist the Head Teacher in identifying school needs by a process of school self-review, as agreed by the Proprietor.
- To undertake supportive class observations and planning reviews for a designated group of classes across the school.
- To monitor and evaluate pupil progress and emotional/social development using the Beech Lodge Fagus materials.
- To meet with the Head Teacher and/or the School Leadership Team on a regular basis to discuss matters of policy, organisation and development.
- To take responsibility for analysing performance data and setting realistic and challenging targets for consideration by the Proprietor.

Staffing

- To share with the Head Teacher the responsibility for supporting and promoting the well- being of all staff.
- To co-ordinate cover for absent staff.
- To carry out return to work interviews following staff absence.
- To assist the Head Teacher in the deployment of staff.
- To organise rotas and timetables that ensure the smooth running of the school.

Staff Development

- To have responsibility with the Head Teacher for leading and managing all staff and acting as a role model to ensure the highest standards are delivered at all times.
- To work with the Head Teacher to ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- To acknowledge, share and promote excellence and develop effective team working.

Pupils

- To undertake the role of Designated Safeguarding Lead.
- To share with the Head Teacher the responsibility of being Lead Professional for designated individual pupils.

Learning Partners

- To share with the Head Teacher and Assistant Headteacher, responsibility for providing guidance, advice and support to parents and carers in the school.
- To develop links with the Local Authorities and the wider community.
- To lead and be responsible for the development of partnership working with other schools.
- To lead and to facilitate multi agency working in school.
- To attend meetings of the Advisory Board and any relevant sub committees.

Teaching and Learning

- To have a teaching commitment of equivalent of 2. days per week. This teaching will be negotiated and agreed annually.
- To support relevant staff in the development of the curriculum across Key Stage 3 and 4.
- To monitor and evaluate the content and effectiveness of the school curriculum in partnership with the Head Teacher, Class Teachers and all other members of staff.

Performance Management

- To have an agreed role in performance management of staff across the school.

Personal Development

- To take a full and active part in professional development activities.
- To regularly attend any relevant training and development activities both within and outside school and to attend relevant meetings.
- To keep up to date with the requirements of the Department for Education (DfE) and Independent Schools Inspectorate (ISI).

This job description will be reviewed annually in response to School Improvement Priorities.

Beech Lodge School is an equal opportunities employer and committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. A DBS check at an enhanced level is required for the successful applicant.