

**Role:** Deputy Head Teacher  
**Department:** R.E.A.L. Independent Schools  
**Location:** Blidworth  
**Accountable to:** Head of Schools

### Function of role

To work collaboratively with the Head of Schools and the Senior Leadership Team by providing dynamic and professional leadership and management to reflect the Provisions vision, policy and practice. The Deputy HEad Teacher will be responsible for developing and motivating staff, setting high expectations, embedding outstanding teaching and learning strategies and raising achievement for learners.

They will have accountability for the operational functioning of the caseloads within the site and be the main liaison on operational matters for the Head of Schools.

The Deputy Head Teacher is expected to be familiar with the associated standards and frameworks in education such as Ofsted, Teacher Standards etc.

### Accountabilities

#### *Managing the site*

- Taking the lead on the operational delivery of education services for the learners.
- Working with the Head of Schools and the Senior Leadership Team to develop the schools vision, establish and maintain a culture and ethos that promotes effective collaboration, excellence, equality and high expectations of all pupils and staff.
- Articulating and modelling the school's vision and strategic direction, developing and implementing coherent operational plans which promote and sustain continuous School Improvement.
- Be involved in developmental initiatives to ensure the school promotes and achieves the highest standards of learning and teaching.
- Embedding ambition and driving improvement, specifically with learning managers working within the school.
- Being accountable for the contribution that school staff make towards meeting the Company's targets and strategic priorities.
- Contributing to the school's on-going cycle of self-evaluation, development and quality assurance procedures including:
  - Moderating pupil standards of achievement and behaviour
  - Checking that all school staff are fulfilling their professional responsibilities and carrying out their duties effectively
  - Preparing reports for and attending relevant meetings as requested by the

- Head of Schools; including local authority and multi-agency reviews
- Being a positive role model in all aspects of leadership, management, teaching and learning to pupils and staff
- Participating in the day to day management of the school by being a visible and effective presence
- Act in accordance with the organisation's policies and procedures under the guidance of the Head of Schools.

#### *Leading teaching and learning*

- Monitoring the quality of learning and teaching in the school in conjunction with the Head of Schools and senior leadership team.
- Promoting strategies for raising the achievement of all learners and managing strategic intervention programmes.
- Leading by example and consistently modelling good practice in building pupils' learning power.
- Establishing innovative, creative, responsive and effective approaches to learning and teaching.
- Encouraging an ethos which enables everyone to work together, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Contributing to planning a diverse, flexible curriculum and effective assessment framework in keeping with the school's inclusive ethos.
- Ensuring personalised learning remains a core priority in curriculum planning and delivery.
- Supporting and co-planning learning experiences for pupils which are linked into and integrated with the wider community and take account of pupils' academic, spiritual, moral, social, emotional and cultural wellbeing.
- Implementing strategies to ensure high standards of behaviour and attendance.
- To produce reports as necessary to support pupil reviews and EHC plans, attending these meetings as appropriate.
- Advocate on behalf of the young people and their families in your care. Encourage their involvement in the decision making and the management of their programmes.
- Be responsible for the assessment, preparation, delivery and review of a learner's curriculum including contributions to lesson plans and staff development. Offer a variety of approaches and opportunities to focus on an engagement with learning.
- Coordinate and manage a caseload of learners, fulfilling all duties reflective of a Learning Manager job description.

#### *Developing self and working with others*

- Ensuring all staff are kept informed of the Hub's strategic objectives, core priorities, development and progress through effective communication.
- Implementing effective procedures to safeguard pupils at all times, as an acting designated safeguarding lead.

- Contributing to the recruitment, induction and professional development of the school's workforce to achieve the school's visions and goals.
- Supporting equal opportunities for all members of the school community.
- Implementing clear, consistent and effective performance management processes within the school staffing team, challenging underperformance at all levels and ensuring corrective action and follow up is provided accordingly.
- Using professional skills and judgement in decision making and ensuring that professional duties are fulfilled.
- Reviewing own practice, setting personal targets, participating in continuing professional development and engaging in professional learning relevant to the post of Deputy Head Teacher.
- Carry out additional duties as reasonably requested by the Directors, Head of Schools or REAL Leadership Team and be responsible for your own continuous professional development.

### **Performance indicators**

Able to meet annual performance management criteria to a good or outstanding standard.

Adherence to the accountabilities and responsibilities in this job description, and adherence to organisational policies and procedures.

Able to demonstrate outcomes of thinking through regular support and supervision.

Achievement of positive outcomes for young people.

### **Key values and ethos of organisation**

Trust, Innovation, Achievement

## Person Specification

<b>Knowledge</b>	<u>Essential</u>	<u>Desirable</u>	<u>Where</u>
The mission, vision and values of R.E.A.L Education and associated independent special schools	X		A,I
Statutory education frameworks, including governance, Ofsted EIF and SEND Code of Practice	X		A,I
Ways to build, communicate and implement a shared vision across a number of settings	X		A,I
Leading change, creativity and innovation	X		A,I
Strategies for communication, both within and beyond the company	X		A,I
Strategies for ensuring inclusion, diversity and access	X		A,I
Child protection and safeguarding procedures	X		A,I
The self-evaluation process and its role in driving continuous improvement	X		A,I
Strategies to promote individual, team and organisational development		X	A,I
Building and sustaining a learning community across a number of settings	X		A,I
The impact of change on organisation and individuals	X		A,I
Legal issues relating to managing the Hub, including equalities, Health and Safety and SEND legislation	X		A,I
The use of a range of tools and evidence, including performance data, to support, monitor, evaluate and improve aspects of school life, including challenging poor performance	X		A
<b>Experience</b>			
Experience of designing and developing strategies to improve behaviour, attendance and punctuality	X		A,I
Experience of effective curriculum evaluation and impact assessment	X		A

Experience of ensuring high quality pastoral care and promoting positive attitudes to learning amongst vulnerable learners	X		A
Evidence of successfully leading and sustaining educational initiatives		X	A
Evidence of effective line management	X		A
At least 3 years experience of School/Hub leadership with a sustained record of service improvement.	X		A,I
<b>Skills</b>			
Ability to develop and maintain a clear vision to improve the service offer of the Hub. Ability to articulate this vision to diverse audiences.	X		A,I
Ability to establish successful relationships at all levels and have good communication skills both verbal and written	X		A,I
Commitment, drive and the ability to achieve the highest standards and best practice across all aspects of the quality of education	X		A,I
<b>Education and Training</b>			
Qualified Teacher Status		X	A
Degree or equivalent in relevant discipline	X		A
Evidence of continuing professional development	X		A
<b>Qualities</b>			
Must hold a full UK Driving Licence, have access to a road worthy vehicle and have Business Insurance.	X		A
Be committed to adhering to the organisation's policies, procedures and practices.	X		A,I
Be committed to delivering holistic family interventions.	X		I
Be driven to provide positive outcomes to children, young people and vulnerable adults.	X		A,I

To support the core values of Trust, Innovation and Achievement.	X		I
Be willing to complete regular Enhanced DBS and Social Media checks.	X		A,I

***Where internal employees do not meet particular essential criteria but have proven outstanding performance the organisation reserves the right to further progress their application***