



## GREENWOOD ACADEMIES TRUST

### **JOB DESCRIPTION**

Post Title: DEPUTY PRINCIPAL (Curriculum; Teaching & Learning)

Purpose:

- To ensure that provision is in place for all pupils to meet their individual needs as identified in their EHCP's;
  - Cognition and learning
  - Communication and interaction
  - Social, emotional and mental health
  - Sensory and physical
- To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve the highest of standards.
- To share and support the Trust's responsibility to provide and monitor opportunities for pupils' personal and academic growth.
- To contribute to the overall leadership and management of Nethergate Academy with specific responsibilities identified as lead for behaviour and well-being.
- To lead and manage the Academy's autism provision, strategies and person-centred approaches.
- To support the Principal in ensuring the vision and values of the Academy are communicated to all stake holders.

Reporting to: Principal

Responsible for: The provision of a full learning experience and support for pupils in accordance with the professional duties of a teacher.

Liaising with: The Principal/Head of School and Assistant Principal, teaching/support staff, external agencies and parents/carers.

The following information is furnished to assist staff joining the Trust to understand and appreciate the work content of their post and the role they play in the establishment.

#### MAIN (CORE) DUTIES:

To carry out the professional duties of a school teacher as provided for under the relevant sections of the School Teachers' Pay and Conditions Document.

#### Operational/Strategic Planning:

- To assist in the development of appropriate pathways, provision, curriculum, resources, policies and teaching strategies for the needs of pupils with autism and complex needs.
- To contribute to the Academy Self Evaluation, Improvement Plan and its implementation.
- To plan and prepare interventions and lessons.
- To contribute to whole Academy planning activities.
- To support successful transition plans for new pupils and families joining the Academy
- To liaise with external professionals eg SaLT, OT, social care; monitoring the impact of provision
- To analyse attendance and behaviour data and information critically, using it to inform strategic developments.

#### Academy development:

- To assist in the process of academy development and implementation of change.
- To lead on whole academy approaches to curriculum design and delivery.

#### Staff development:

- To take part in the Trust's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas by engaging actively in the PDR process
- To engage actively in the Performance Management Review process.
- To provide staff training and CPD as required

#### Recruitment/deployment:

- To ensure the effective/efficient deployment of staff.
- To support the principal in the appointment of staff
- To work as a member of a designated team and to contribute positively to effective working relations within the Trust.

#### Quality Assurance:

- To help implement the Trust's quality procedures and adhere to them.
- To contribute to the process of monitoring and evaluation of the curriculum in line with agreed Trust procedures, including evaluation against quality standards and performance criteria.
- To seek/implement modification and improvement where required.
- To review from time to time methods of teaching, autism strategies and programmes of work.

- To take part, as may be required, in the review, development and management of activities relating to the curriculum, assessment, organisation and pastoral functions of the Academy.

#### Management Information:

- To maintain appropriate records and to provide relevant, accurate and up-to-date information for the Academy's information systems, ie B Squared, CPOMS etc. analysing data as required and providing reports to the Principal, AAC and Trust as requested
- To complete the relevant documentation to assist in the tracking of pupils.
- To track pupil progress and use information to inform teaching and learning.

#### Communications:

- To communicate effectively with the parents/carers of pupils as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the Trust.
- To follow agreed policies for communications in the Trust.
- An ability to converse at ease with all customers and provide accurate advice in order to fulfil all spoken aspects of the role through the medium of spoken English.

#### Marketing and liaison:

- To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings, Review Days and liaison events with partner Academies.
- To contribute to the development of effective subject links with external agencies and other schools.

#### Management of resources:

- To contribute to the process of the ordering and allocation of equipment and materials.
- To assist the Principal to identify resource needs and to contribute to the efficient/effective use of physical resources.
- To cooperate with other staff to ensure a sharing and effective usage of resources to the benefit of the Academy, Key Stage team and the pupils.

#### Pastoral system:

- To promote the general progress and well-being of pupils across the whole academy
- To liaise with the Director for SEND/SENCo/Principal to ensure the implementation of the Trust's support systems.

- To evaluate and monitor the progress of pupils and keep up-to-date pupil records as required.
- To contribute to the preparation of action plans, progress files and other reports.
- To alert the appropriate staff to problems experienced by pupils and to make recommendations as to how these may be resolved.
- To communicate, as appropriate, with the parents of pupils and with persons or bodies outside the Trust concerned with the welfare of individual pupils/groups of pupils, in collaboration with other senior staff where appropriate
- To support the Trust's behaviour management protocols so that effective learning can take place.

#### Teaching:

- To support teachers to teach pupils effectively by advising and supporting with strategies and approaches according to their educational needs.
- To assess, record and report on the attendance, progress, development and attainment of pupils and to produce such reports as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of pupils.
- To ensure a high quality learning experience for pupils that meets needs and internal and external quality standards.
- To maintain discipline in accordance with the Trust's procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.

#### Other specific duties:

- To play a full part in the life of the Academy, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.
- To carry out pre-school break, lunchtime and after school duties as assigned to you.
- To actively promote the Trust's corporate policies.
- To continue personal development as agreed.
- To comply with the Trust's Health and Safety policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified by the STPCD not mentioned in the above.
- To promote and safeguard the welfare of pupils for whom you are responsible or come into contact with.

### **Additional Specific Responsibilities**

The Deputy Principal will carry out the professional duties as detailed in the STPCD.

- In particular, working with the Regional Director/Principal/Head of School on: -
  - Strategic direction
  - School discipline
  - Overall standards
  - Managing the Academy
- To line and performance manage staff assigned to them by the Principal.

And, additionally:

- To support the Principal/Head of School and Assistant Principal on:
  - Academy standards
  - Academy self-evaluation
  - Ofsted preparation/Quality Assurance
  - Quality of teaching and learning
  - Development planning
  - Continuing professional development
  - Reporting to parents
  - Liaising with local colleges to effectively manage and deploy students
- To prepare reports as and when required.
- To manage and lead specific areas of the Academy as allocated by the Principal/Head of School.
- To support discipline and promote positive behaviour support for all children and young people.

All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with.

All adults employed by the Trust have a responsibility data protection and have a duty to observe and follow the principles of the GDPR Regulation.

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.

## PERSON SPECIFICATION

### Deputy Principal

	Essential	Desirable	How Assessed
<b>Qualifications:</b>			
Degree			Application form
Higher Degree			Application form
Qualified Teacher Status			Application form
<b>Teaching and Professional Experience:</b>			
Substantial evidence of current 'outstanding' classroom teaching			From references
An understanding of the needs and management of pupils with SEND			Application form; at interview and from references
Experience of school leadership including experience working with data and performance measures, providing analytical reports as required			Application form; at interview and from references
<b>Personal and Professional Skills and Attributes:</b>			
Flexible and approachable. Able to deal sensitively with people			At interview
Incisive and clear strategic thinker			At interview
Resilient and calm under pressure			At interview
Excellent communication skills			Application form and at interview

High expectations of students in terms of behaviour and achievement			Application form, at interview and from references
The ability to lead, manage and motivate staff and students			Application form, at interview and from references
Evidence of vision for the future of effective education			Application form and at interview
Solution focussed in approach			At interview
Evidence of the ability to synthesise and evaluate data to support strategic planning			At interview
High professional standards			Application form, at interview and from references
Willingness to offer a positive commitment to the life of the Academy			Application form, at interview and from references
<b>Other:</b>			
Must satisfy relevant employment checks			Documentary evidence

Requirements from confidential references:

	Essential
Written reference(s) only	
Confirmation of professional and personal knowledge, skills and abilities	
Positive recommendation from current employer	

The Greenwood Academies Trust will require the appointed candidate to gain satisfactory relevant background checks in accordance with safer recruitment guidelines; this will include an Enhanced (with Barred) Disclosure check.