

SPECIALIST EDUCATION SERVICES

Deputy Head of Education

JOB DESCRIPTION

POST TITLE :	Deputy Head of Education
RESPONSIBLE TO :	Head of Education
RESPONSIBLE FOR :	All educational provision: the taught curriculum and 24hr learning (in support of the Head of Education including deputising for them in their absence)
GRADE :	Leadership Group Pay Range L1 to L5
POSTHOLDER :

SES Ltd is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The person appointed to this post will be a member of the Learning Centre Leadership Group, making a significant contribution to SES development. Whilst having a range of specific duties, the person appointed will be expected to work closely with the Head of Education to ensure a consistent and unified approach to leadership and management.

1 LEADERSHIP AND MANAGEMENT

1.1 The Deputy Head of Education will support the delivery of the highest quality education for all students by:

- Leading by example and providing inspiration and motivation for others in order to create a shared culture and positive climate
- Supporting the training, monitoring, assessment and development of teachers and teaching assistants.
- Supporting the Head of Education in delivering effective systems for the management of staff performance and professional development as part of the Staff Support and Development Programme
- Motivating and empowering all staff to carry out their roles to the highest standard.
- Maintaining appropriate structures to support leadership at all levels, ensuring clear delegation of tasks and responsibilities.
- Contributing to development planning, review and self-evaluation processes.
- Having a working understanding of Learning Centre budget processes, administration and control.

- 1.2 To carry out the general and specific professional duties as set out in the appropriate sections of the School Teachers Pay and Conditions Document.

2 TEACHING AND LEARNING

- 2.1 To work in partnership with the Head of Education to support curriculum developments by:

- Developing a curriculum appropriate to each pupil's experience, interests, aptitudes and stage of development and in accordance with the perceived needs of children.
- Monitoring and evaluating the curriculum and its assessment.
- Maintaining a positive climate which ensures high quality teaching and successful learning.
- Monitoring and evaluating the standards of learning and quality of teaching and achievement of all students.
- Maintaining the principle of assessment for learning and the effective use of the student performance data in order to set and meet challenging and realistic targets for improvement.
- To co-ordinate and advise on aspects of the curriculum in any cross-curricular or multi-disciplinary approach.
- Supporting the Head of Education in the development and implementation of changes in policies, syllabuses, materials and schemes of work especially in the context of the curriculum including the National Curriculum.
- Act as Curriculum Manager for specific areas of the curriculum where appropriate.

- 2.2 To manage the organisation of the teaching and the resources of the curriculum so that statutory requirements are covered:

- Monitoring of teaching, learning and assessment and reporting practices
- Supporting the evaluation of work in the curriculum against agreed criteria; evaluating standards of achievement; identifying trends and patterns in pupils' performance
- In consultation ensuring the provision of written policies and schemes of work
- Providing advice and documentation to help other staff to support the curriculum and interrelate its constituent elements
- Maintaining appropriately high levels of expectation by setting down clear guidance for pupils for establishing good standards of behaviour and achievement within the establishment, including the careful presentation of work and the care of resources and equipment.

3 GENERAL RESPONSIBILITIES AND ACCOUNTABILITIES

- 3.1 To maintain and monitor appropriate and adequate reporting and recording systems that maintain high quality standards of care and education in line with National Minimum Standards and the establishment's Statement of

- Purpose, and develop quality assurance measures to ensure these standards are maintained.
- 3.2 To be conversant with and adhere to all procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all
 - 3.3 To maintain good practice, be informed on current practice, and in liaison with the Principal and Head of Education, implement changes in accordance with developments in the education field.
 - 3.4 To maintain clear, effective and impartial communication between education and care staff, and the senior management team.
 - 3.5 To monitor objectively the quality of relationships between children, between staff and children, and between staff, with the constant aim of improvement.
 - 3.6 To participate in senior management meetings, meetings with colleagues, parents and other agencies, where appropriate.
 - 3.7 Maintaining an effective partnership with parents and the wider community to support and enhance the achievement and personal development of all students.
 - 3.8 To replace the Head of Education in any out of hours on-call service where required in an emergency.
 - 3.9 To undertake any other duties appropriate to the post as may from time to time be required by the Principal.

WORKING TIME:

This job description allocates responsibilities and duties but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. In allocating time to the performance of responsibilities and duties the postholder must use directed time in accordance with the School Teachers Pay and Conditions Document and the company's policies and plans on the use of time.

REVIEW:

This job description will be reviewed at least once per year and may be subject to amendment or modification at any time after consultation with the postholder through the company's Staff Support and Development Programme. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the company in relation to the postholder's professional responsibilities and duties.