

**Job Description & Person Specification**

**Deputy Head of School**

**(Safeguarding and Behaviour)**

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| Job Description | |
| Job Title: | Deputy Head of School (Safeguarding and Behaviour) |
| Pay Grade / Scale / Range: | L15 – L19 |
| Benefits & Perks: | TOIL scheme, Occupational Pension Scheme, Occupational Sickness Scheme, Healthcare scheme |
| Working hours: | Hours in accordance with School teachers’ pay and conditions document |
| Location: | Initially based at the Hollinwood Academy but all staff are required to work at any site of the New Bridge MAT if operationally needed |
| Staff responsible to: | Head of School |
| Staff responsible for: | Staff within Hollinwood Academy |
| Probationary period: | Not applicable |

**New Bridge MAT**

**Deputy Head of School**

**(Safeguarding & Behaviour)**

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| **Purpose of the post**   * To work with the Head of School (and named key colleagues) to ensure the highest priority is given to safeguarding and behaviour, and promoting the welfare of our children and young people, young people and staff in the school. * To provide inspirational and professional leadership to staff which secures an outstanding education for children and young people at Hollinwood Academy. * To work in partnership as a lead member or attendee at local governing   body / Trustee meetings and with other stakeholders to fulfil the aims of the school.   * To be responsible for children and young people’s safeguarding acting as the Designated Safeguarding Lead for Hollinwood Academy. * To assist the Head of School, deputising in their absence, by providing leadership for the school and developing a strategic vision, which reflects its ethos and values, and ensures a high quality of education. * To play a key role in the senior management of the school. * The post holder will be part of the safeguarding team for the school*.* |

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| **Key Tasks**  **Teaching and learning**   * Act as a role model for teachers and middle leaders, exhibiting professional values and clearly demonstrating high standards of provision, achievement, and behaviour. * Have a proven track record of outstanding teaching which clearly reflects current thinking. * Oversee the planning and evidencing of all aspects of Spiritual, Moral Social and Cultural Education across school. * Support the Senior Leadership Team in the monitoring of high-quality teaching and learning and children and young people's achievements including the analysis of data, learning scrutinies, lesson observations, learning walks and provision evaluations. * Play a major role under the overall direction of the Head of School in formulating the aims and objectives of the school. * Be available to teach if required * Ensure a culture and ethos of challenge and support, where all our children and young people can achieve success and become engaged in their own learning. * Promote high standards of behaviour and conduct among children and young people, and develop their respect for themselves, staff and each other, providing support for staff where necessary in line with School policies. * Work alongside the staffing team to identify children and young people at risk of underachievement and develop ways to improve their engagement and progress against their personal targets. * Demonstrate and articulate high expectations and set challenging targets. * Implement strategies which secure high standards of behaviour and attendance. * Ensure that teaching and learning forms a co-ordinated, coherent curriculum entitlement for all children and young people. * Ensure that across the school, systems are in place to track and plan for individual children and young people’s continuity of learning and effective progression of achievement. * Analyse data and assessment of school performance against targets to identify strengths and areas for development. * Assist the Head of School in the formulation of whole school policies and procedures of the school and monitor and evaluate their effectiveness, as directed.   **Leading and managing people**   * Support the Head of School in developing positive working relationships with and between all staff and provide and sustain motivation. * Support the Head of School in developing links with parents, other schools/academies, other educational institutions and the wider community, including business and industry, to enhance teaching, learning and children and young people’s personal development. * Provide professional advice and support to staff when appropriate. * Support the induction of new and newly qualified teachers and other staff. * Contribute to the development of staff induction and appraisal policies appropriate to the school. * Alongside the Head of School plan for the appraisal of teaching staff across the school according to the appraisal policy and ensure that school staff are aware of their responsibilities for others and themselves as part of the process. * Provide professional support and guidance to staff in relation their continuous professional development and coordinating whole school training initiatives. * Participate where appropriate in the appointment of all staff. * Provide line management to teachers and non-teaching staff. This involves being involved in recruitment, induction, professional development and appraisal to ensure high quality teaching and learning is provided. * Line manage, coach, and guide staff to be effective in their role, to identify good practice, and to challenge under performance. * Support the Senior Leadership Team to ensure it is focused on school priorities and it is responsive to self-evaluation findings. * Ensure there is effective support to develop the skills of PGCE students and ECTs. * To lead the safeguarding and pastoral teams, ensuring issues and concerns are promptly dealt with. * Attend specified meetings as leader of the Senior Leadership Team, and to represent the Head of School. * Assist the Head of School in maintaining and developing a positive and constructive partnership with parents and the local community. * Act as the established link for parental concerns and complaints.   **Safeguarding**   * Oversee, manage and develop safeguarding and behaviour systems across school, monitoring and reviewing the quality of provision and effectiveness. * Oversee, manage and develop monitoring and evaluation of safeguarding and behaviour across the school and provide professional advice and guidance to staff as required. * Lead on improving attendance, improving strategy across Hollinwood Academy, promoting our aim of achieving good (or better) attendance rates. * Work with relevant strategic leads (internal and external), taking lead responsibility for promoting educational outcomes by reporting on and: * Knowing the welfare, safeguarding and child protection issues that children and young people are experiencing, or have experienced. * Identifying the impact that these issues might be having on attendance, engagement and achievement at Hollinwood Academy. * Oversee the work of the safeguarding team, ensuring child protection issues and concerns are promptly dealt with. This includes quality assuring and reviewing school procedures and systems regularly to ensure they are fit for purpose. * Act as a source of support, advice and expertise for staff on all areas of safeguarding. * Lead the annual safeguarding audit carried out by the MAT’s Executive Director for Safeguarding and other expert safeguarding auditors. * Lead the Safeguarding team as the designated DSL, overseeing all child protection/safeguarding concerns to ensure that concerns are promptly dealt with and cases appropriately referred. * Coordinate and lead weekly pastoral/safeguarding meetings with the team. * Be aware of all relevant school policies. * Participate in all Child Protection training required by the school. * Deliver CPD relevant to safeguarding, behaviour and attendance. * Provide professional support and guidance to staff in relation their continuous professional development and coordinating whole school training initiatives. * Ensure that appropriate policies and procedures are in place and their effectiveness monitored. * Provide line management to teachers and non-teaching staff. This involves being involved in recruitment, induction, professional development and appraisal to ensure high quality teaching and learning is provided. * Use data effectively to establish and ensure clear and challenging targets for children and young people and young people achievement and improvement.   **Strategic direction and development of the school.**   * Support the vision, ethos and policies at Hollinwood Academy and within the New Bridge MAT and promote a high quality of provision throughout the school. * Actively support the Head of School, Governing Board, New Bridge MAT and staff in the promotion and achievement of the aims and objectives of the school. * As a member of the Senior Leadership Team, take a lead in the planning, monitoring, evaluation and development of personal development including safeguarding and behaviour through the School Improvement Plan and through New Bridge MAT self-evaluation processes. * Support all staff in achieving the priorities and targets the school sets and monitor the progress towards meeting them. * Through personal leadership and Senior Leadership Team meetings contribute to the school’s organisation and the overall strategy of the school. * With the Head of School, Governing Board and New Bridge MAT establish and maintain school policies to meet statutory requirements and to promote the school’s aims and objectives. * In partnership with the Head of School, monitor the effectiveness and impact of the School Improvement Plan. * Take responsibility for gathering and evaluating evidence for the Academy Dashboard and Development Overview (ADDO). * Support the Head of School and Governing Board in arranging appropriate staffing to effectively meet the school’s aims and objectives. * Support the Governing Board so they can fulfil the obligations of their role.   **Managing and deploying resources**   * Ensure that appropriate policies and procedures are in place and their effectiveness monitored. * To contribute to the implementation and review of school systems to monitor personal development and to ensure quality of provision and set appropriate targets co-ordinating the processes and evaluating the effectiveness of children and young people’s tracking. * To take part, as may be required, in the review, development and management of activities relating to the organisation and pastoral functions of the school. * Lead whole school assemblies, training, meetings and briefings on a regular basis. * Be aware of and respond appropriately to any health and safety issues raised by members of the team and undertake risk assessments as appropriate. * Promote the use of ICT in administration. * Ensure that you remain up to date on developments and issues regarding safeguarding, behaviour and attendance across school, especially wider educational issues, New Bridge MAT requirements and relevant Ofsted/Government directives. * Work with the Head of School in establishing priorities for expenditure for the school, and in monitoring the effectiveness of spending and usage of resources. * Ensure that across the school, systems are in place to track and plan for individual children and young people’s continuity of learning, effective progression of achievement and personal development. * Take lead on writing, reviewing and updating policies (in your area of responsibility) to ensure they are fit for purpose and current, in line with KCSIE and DfE guidance. * Work with the Senior Leadership Team to allocate and account for those financial and material resources of the school which are delegated to the school. * Work with the Senior Leadership Team to seek to provide an attractive environment which stimulates learning and enhances the appearance of the school and expresses the identity of the school. |

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| Generic Duties  * Comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person. * Contribute to the overall work and ethos of the organisation. * Attend and participate in meetings as required. * Improve own practice through training, observation, evaluation and discussion with colleagues. * Recognise own strengths and areas of expertise and use them to support others. * To work across the New Bridge MAT if required. * To understand the importance of inclusion, equality and diversity, both when working with children, young people and with colleagues, and to promote equal opportunities for all. * To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises * To participate and engage with workplace learning and development opportunities, subject to the school’s training plan, working to continually improve own performance and that of the team/school. * To undertake any other additional duties commensurate with the grade of the post. |

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| **Contacts**  Staff, governors, parents/carers, external agencies and visitors to the site. |

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| **Responsible to:** | Head of School |
| **Responsible for:** | Staff at Hollinwood Academy |

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| Special Conditions:  An enhanced Disclosure and Barring Service (DBS) check is required for this post |

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|  | DATE | NAME | POST TITLE |
| PREPARED | July 2021 | Simon Smith | Executive Director - HR |
| REVIEWED | January 2025 | Natalie Gordon / Simon Smith | Head of School / Executive Director - HR |
| REVIEWED |  |  |  |

**PERSON SPECIFICATION**

PLEASE NOTE: Governors/Directors will use the criteria below **(those emboldened)** to shortlist. Only those applicants who demonstrate that they meet those criteria (to the Governors/Directors satisfaction) will be invited to interview.

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|  | **Selection Criteria**  **Essential** | **Selection Criteria**  **Desirable** | **How Assessed** |
| **Education & Qualifications** | **Qualified teacher.**  **Evidence of continuing service as a DSL and safeguarding lead.**  **Evidence of continuing professional development in SEND.** | Leadership and Management Training or professional qualification (NPQ). | AF / I  AF / I  AF / I |
| **Experience & Knowledge** | **Experience of working with children/young people with ASC, SLCN, communication and sensory.**  **Experience of significant participation and quantifiable impact within a Senior Leadership Team.**  **Experience of overseeing and managing safeguarding and behaviour across school at a senior level.**  **A proven track record of outstanding teaching.**  **Experience of forming strategies for school improvement and raising attendance**  **Knowledge of current educational issues and developments.**  **Experience of forming strategies for raising standards of achievement.**  **Experience of managing and improving children and young people’s behaviour.** | Involvement in curriculum development incorporating SMSC across school.  A variety of teaching experience across the age range  Appraiser role in appraisal and staff CPD activities.  National Curriculum and assessment approaches. | AF / I  AF / I  AF / I  AF / I  AF / I  AF / I  AF / I |
| **Skills & Abilities** | **Able to analyse data and methodology to assess children and young people’s progress and set targets.**  **Able to effectively communicate to work successfully with parents, carers, agencies and other stakeholders.**  **Able to motivate staff achieve and have high expectations of themselves and children and young people.**  **To be a highly effective teacher who can work as a role model to staff and engage children and young people’s passion to learn.**  **To be excel in a team environment.** |  | AF / I  AF / I  AF / I  AF/I  AF / I |
| **Work circumstances** | **Commitment to personal development.**  To be punctual and have regular attendance.  **The post holder must be willing and able to work flexibly as may be required.**  To travel and work at any within the New Bridge Group as may be required.  Occasional out of hours working to support school functions or evening meetings. |  | I  I  I  I  I |

*Abbreviations:* AF = Application Form; I = Interview.

**Any candidate with a disability who meets the essential criteria will be invited to interview.**