

**BEACON OF LIGHT SCHOOL**

**Deputy Principal – Quality of Education**

**GRADE:** Leadership Pay Spine  11-15

**RESPONSIBLE TO:** Principal

**JOB PURPOSE:** To assist the Principal in:

* + - * Effectively leading the curriculum to support the development and wellbeing of students with identified barriers to learning so that they are fully included within the school community and make strong progress in all areas
      * managing, organising and developing staff and resources

**RESPONSIBLE FOR:** Supporting KS3 & 4 students from commissioned schools/academies/organisations to achieve their potential.

Management and supervision of all teaching staff, plus member of support staff with responsibility for baseline assessment/reading initiative

Responsibilities may evolve over time, in response to the natural growth and development of the school

**LIAISING WITH:** Principal, Deputy Principal (Personal Development, Behaviour & Attitude), School Business Manager, Trustees, teaching staff, student support staff, LA staff, parents, stakeholders, commissioning schools and relevant outside agencies as required

**MAIN RESPONSIBILITIES:**  The following list is typical of the level of duties which the Deputy Principal will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

In accordance with the requirements of the School Teachers’ Pay and Conditions Document 2016 and the Teachers’ Standards, the Deputy Principal shall perform those duties particularly assigned by the Principal as follows:

**Generic Leadership Responsibilities:**

* To carry out the professional duties of a Deputy Principal and to carry out teaching duties in accordance with the school’s schemes of work and the curriculum followed,
* To undertake the professional duties of the Principal, shared with the Deputy Principal Personal Development, Behaviour & Attitude, in the event of their absence from the school as required by the Trustees.
* To assist the Principal in the management, organisation and running of the school, including assisting in the development and implementation of school aims, objectives, procedures, policies and practices.
* To manage staff, resources and budgets in allocated areas.
* To assist in development of the school development plan and take a lead in implementing specific objectives
* To demonstrate good teaching practice and innovate, inspire and motivate other staff.
* To create a culture of achievement and success as an active member of SLT through personal example and leadership
* To help build, communicate and implement a shared vision for the Beacon of Light within and beyond the school context
* To support and challenge at all levels to promote the ethos of the school as a learning community
* To promote teamwork and trust and be a professional role model for all
* To actively promote the development of a positive, safe and nurturing environment where students feel safe, valued and able to learn and develop
* To participate in and where appropriate lead staff training and development and continuous professional development and to assist the Principal in the implementation of robust and rigorous performance management systems
* To develop partnerships with Trustees, parents, commissioning schools/authorities, the local community, Together for Children, Foundation of Light, relevant external agencies and businesses.
* To work effectively with/be aware of and assist integrated processes such as Early Help and local opportunities which support children, young people and their families.
* To comply with all school policies and procedures
* To ensure school policies relating to specific areas of responsibility are relevant, up to date and clearly understood
* To operate in accordance with health and safety and equality and diversity practices and regulations at all times.
* Attend appropriate meetings with relevant parties and stakeholders as directed
* To produce termly reports for areas of responsibility to SLT/Trustees
* Participate in duty rotas to support behaviour of students on and off site
* Participate in the selection, interviewing and appointment of staff
* Have shared responsibility with other members of SLT for:
  + Leading assemblies
  + SLT “on call” cover during holiday periods
  + Staff support regarding matters of students’ discipline
  + Attendance at after school events as required

**Specific Responsibilities/Accountabilities:**

This list is not exhaustive and may be subject to change dependent upon requirements of the school.

* Take responsibility for the Quality and Character of Education
* Take responsibility for the quality and relevance of the curriculum, including academic (English, Maths Science and ICT), vocational (CEIAG, all vocational subjects offered) and character (Life Skills, Personal Development, Enrichment, Creativity Extra-Curricular and Challenge)
* Liaise with School Improvement Partner and Trustee with Quality of Education responsibility to maintain high standards of education across the curriculum
* Ensure all staff hold consistently high expectations for all students and have effectively planned targeted, personalised support to ensure students achieve their targets
* Work with Curriculum Leads to maintain and raise academic standards through effective tracking and intervention as appropriate
* Play a key role in the performance management of all academic staff
* Undertake regular work scrutinies along with both formal and informal lesson observations in line with school procedure
* Lead Quality Assurance mechanisms to regularly monitor, evaluate and review teaching
* Support the academic curriculum with a teaching commitment (0.3 FTE)
* Compose, contribute, review and monitor all academic policies and be directly responsible for teaching and learning, assessment, reporting and tracking policies
* Review departmental and school examination results and subject development plans.
* Chair the weekly Teaching & Learning meeting, School Improvement Group meeting, and any other relevant meeting or committee designed to improve the quality and character of education and/or quality of the curriculum
* Ensure that teaching staff are aware of new developments in teaching and learning, pedagogical approaches and strategies
* Promote and advocate the use of IT to enhance teaching and learning across the curriculum
* Mentor and coach Curriculum Leads
* Maintain an up‐to‐date knowledge and understanding of current legislation, examination specifications and classroom best practice in order to accurately advise the SLT and Trustees on the school’s academic policies and procedures
* Be responsible for maintaining, reviewing and updating the academic/curriculum choices for all students
* Formulate and review the academic/curriculum sections of the annual School Development Plan
* Be responsible, in conjunction with the Examinations Officer, for examination results summaries and performance analysis (value‐added etc.) at school and departmental level
* Work alongside the SENCo, and Curriculum Leads to ensure that individual student learning needs are being met and that they are receiving appropriate support
* Ensure that department handbooks, schemes of work and development plans are reviewed regularly and updated as appropriate
* With the Teaching & Learning Team Leads, oversee, monitor and review the school’s assessment, recording and reporting procedures
* Work closely with Deputy Principal for Personal Development, Behaviour & Attitude to promote effective academic and curriculum links between Beacon of Light School and commissioners

**Leading and Managing Staff**

* Line manage Curriculum Leads for English, Maths, Science, ICT
* Line manage Support Staff Lead for Baseline Testing and Reading Initiative
* Line manage Examination Officer
* Take responsibility for the Professional Development opportunities and Performance Management reviews of these colleagues
* Take responsibility for managing staff delivering character education curriculum (Life Skills, Personal Development, Enrichment, Creativity Extra-Curricular and Challenge)

**Student Data**

* To oversee collation and storage of student personal data using school’s information management systems
* To maintain academic information within MIS and other relevant data on student entry
* To develop and deliver the effective implementation of new applications and working practices to support the information management systems
* To provide target setting information and performance reports for the Senior Leadership Team, Trustees and external agents such as Ofsted
* To provide statistical analysis of data held in MIS to enable students to be identified for assertive intervention and update of information on ‘student tracker’
* To assist other members of staff in producing statistical data from MIS
* To evaluate and research new opportunities for effective use of data management
* To provide training in school management information systems to other members of staff in order to continually upgrade skill levels and ensure maximum effectiveness
* To be able to use advanced formulas, macros and advanced functions to manipulate data and present data would be highly valuable
* To analyse and report exam results before, on and after results day in August

**Student Progress & Attainment**

* Working with the SLT and Teaching & Learning Team Leads to develop systems for recording, analysing and reporting student progress and assessment data
* Reporting student progress and attainment to parents/stakeholders
* Monitoring the work of school staff to ensure they are familiar with, contribute to, and comply with school assessment, recording and reporting systems
* Developing a 1-2-1 Mentoring Programme to support student progress
* Monitoring the setting and reviewing of student academic targets
* Ensuring all groups of students make progress, focusing on “closing the gap” between PP and non-PP students
* Oversee Baseline testing for all students, maintain records and inform key staff of results
* Oversee Reading Initiative Programme and Literacy across the Curriculum to ensure improved literacy/SPAG outcomes for students

**Induction and CPD**

* Coordinate with Deputy Principal to communicate with new staff, ahead of their arrival, on all academic aspects of their new role
* Assist with the organisation and planning of the induction period, with specific reference to academic matters
* Assess CPD needs; plan and secure an excellent CPD programme, as identified by the school development plan
* Review impact of CPD on student outcomes

**Teaching Staff Cover**

* To manage teaching cover, in collaboration with Deputy Principal i/c support staff cover
* To manage the staff cover system to ensure continuity in teaching and learning
* To keep records on covers completed by individual staff to ensure that regulations are adhered to
* To liaise with supply and recruitment agencies in engaging appropriately qualified supply staff to cover absences and temporary vacancies
* To organise the appropriate deployment of teaching staff to cover absences and emergencies
* To provide staff with cover details at the start of the day and when emergencies occur
* To act as the main point of contact for any problems that may occur in relation to teaching cover
* To coordinate cover work and materials including registers and resources
* To provide a daily cover sheet, updated as required, to relevant areas and members of staff
* To monitor the effectiveness of supply staff as per school policies and procedures, informing Principal of any concerns
* To advise SLT and Trustees on matters relating to cover arrangements.

**Operational**

* Maintain responsibility for academic aspects of the day-to-day running of the school
* Work with Deputy Principal to ensure the smooth day-to-day running of the school
* Maintain responsibility for school timetable
* Manage daily cover for teaching staff
* Manage student assessment
* Share the assembly rota with members of SLT
* Organise, attend and support all parents’ consultations and other academic events.
* Any other reasonable tasks required by the Principal, associated with the role of Deputy Principal

**Supporting the school:**

* To foster links between home and school.
* To participate in relevant professional development as deemed appropriate for the needs of the students.
* To support implementation of school policies and procedures, including those relating to safeguarding, confidentiality, child protection and behaviour
* To maintain confidentiality and sensitivity to all students’  needs and have regard to the safeguarding procedures of the school and Local Authority Safeguarding procedures
* To identify personal training needs and to attend appropriate internal and external in-service training.
* To carry out duties as directed by the Principal

**Other Specific Duties:**

* To actively promote the school’s policies and procedures
* To play a full part in the life of the school community, to support its ethos and to encourage staff and students to follow this example.
* To actively promote the school’s policies and procedures
* To continue personal development as agreed.
* To comply with the school’s Health and Safety policy and undertake risk assessments as appropriate.
* To undertake any other duty as specified by the Principal not mentioned in the above.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors, guests and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

**All staff employed by Beacon of Light School are expected to work within the following policies and procedures:**

**Safeguarding**

Ensure that all School child protection policies are adhered to and concerns are raised in accordance with these policies

**Health and Safety:**

* take reasonable care of their own Health, Safety and Welfare and that of others who may be affected by what they do or do not do
* be familiar with emergency and First Aid procedures
* cooperate with all issues involving Health, Safety and Welfare
* use work items provided correctly and in accordance with training and instructions
* not interfere with or misuse anything provided for protection of Health, Safety or welfare
* report any Health, Safety or Welfare concerns to their line managers as soon as is practicable
* ensure tasks are completed in a safe manner

**Security and data protection**

* work within the confines of the General Data Protection Regulations and to take appropriate measures to ensure the security and confidentiality of data.

**Staff Behaviour/Code of Conduct**