

**Post Title:** Deputy Head Teacher  
L13 – L17

**Purpose of the post:** To teach pupils and students with severe and profound and multiple learning difficulties, aged 11-18. To work towards the agreed aims of the school, having regard to any policies, schemes of work and guidance.

**Responsible to:** Headteacher/Governors

**Responsibilities and Roles:**

**Generic:**

- The post-holder is required to carry out the duties of a Deputy Head Teacher in accordance with the provisions of current School Teachers' Pay and Conditions Document and within the range of teacher's duties, set out in that document.
- To teach pupils with special educational needs (PMLD/SLD) in the age range 11-18 years.
- To assist the development of the schools aims, policies, and schemes of work in consultation with Governors and staff.
- To assist the development of the School Improvement Plan in consultation with Governors and staff.
- You are required to undertake the following within the schools aims, policies and schemes of work

**Specific:**

In consultation and co-operation with the Headteacher:

- In the absence of the Head Teacher manage the school efficiently and effectively on a day-to-day basis
- Carry out the role of safeguarding lead
- To carry out the role of performance management reviewer of allocated teachers
- Assist with the deployment and allocation of teaching and support staff and resources effectively and where they best meet the needs of pupils and students.
- To carry out appraisal for allocated teaching assistants.
- To be responsible for assessment, progress and achievement throughout the school in liaison with Head Teacher
- To carry out role of examinations officer
- Communicate and develop links with feeder primary schools.
- Assist with the transition into school at Year 7, including working with parents and other relevant professionals and partners.
- Oversee the transitional phase covering the 14 – 18 age range including working with other professionals and partners.
- To supervise and deploy students and volunteers

- Assist with the 11-18 department, including organisation, curriculum and behaviour management, analysis of all behaviour incidents across schools.
- To oversee external accreditation.
- To be responsible for WRL- Work Related Learning.
- To represent special school views, point on special needs panel throughout Gateshead
- To be responsible for lunchtime organisation including supervision of midday supervisors.
- To attend LAC/child in Need meeting as required and to liaise with all agencies as required.
- To lead on CLA and PEPs
- To ensure compliance towards adult outcomes, careers, work experience and Gatsby Benchmarks
- To be responsible for identified annual review/single plans and organisation of associated paperwork

### **Liaison**

- to plan for the effective use of classroom staff, members of the multi-disciplinary team and other adults in the classroom.
- to work effectively as a member of the classroom, department and whole school team.
- to contribute to the work of outside agencies such as Children's Services by providing information and attending meetings and discussions.
- to establish positive professional relationships with parents through the Home/School book, annual reviews, and parents' evenings.
- to establish where possible close working relationships with colleagues in other schools with the aim of increasing inclusion opportunities for the pupils.

### **Curriculum**

- to deliver the curriculum using a variety of teaching and learning styles.
- to organise resources that are appropriate to the child's ability and readily available.
- to use the community to enable pupils to learn from direct experience.

### **Personal development**

- to take a full part in continuing professional development activities including evaluation
- to attend regular relevant INSET.
- to keep regular records of personal development activities.

This job description may be amended at any time after consultation with the post-holder.

This job description has been agreed by:

**Name:** \_\_\_\_\_ **(Teacher)**

\_\_\_\_\_ **(Signed)**

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **(Headteacher)**

\_\_\_\_\_ **(Signed)**

**Date:** \_\_\_\_\_