

JOB DESCRIPTION

Job Title: Deputy Head of Academy (Pastoral)

Scale: L12 – L16

Job Location: Academy within the Ascent Academies Trust

Responsible to: Head of Academy

**Job Purpose:** To support the HOA in providing leadership and accountability at the named Academy in respect of all aspects of standards and the day-to-day management of the academy.To lead Trust wide improvements

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**Teaching Commitment:** minimum20%

**MAIN DUTIES AND RESPONSIBILITIES**

**General**

1. To fulfil all the requirements and duties as set out in the School Teachers’ Pay and Conditions Documents relating to the Conditions of Employment
2. To be responsible for the quality of SEN provision, curriculum and assessment for pupils across the academy. To act as the Academy SENCO.
3. To meet the National Standards for Teachers and the National SENCO standards as published by the DfE.
4. To achieve annual performance criteria, objectives and targets agreed with or set by the Board of Trustees in accordance with the requirements set out in the School Teachers’ Pay and Conditions Document.

**Specific**

1. To support the strategic direction and leadership for all SEND based outcomes for pupils.
2. To be the strategic lead for the safeguarding in the academy and the teacher with responsibility for LAC.
3. Maintain a commitment and partnerships among pupils, staff and parents to the academy’s mission in partnership with the Head of Academy.

1. To support the development and the delivery of the Academy Improvement Plan and to lead the staff in reviewing and evaluating the effectiveness of the Academy Development Plan and Self Evaluation.
2. To ensure quality outcomes for all pupils within the academy in relation to their SEND and the impact of strategies that lead towards their EHCP aspirational targets.
3. To manage the Multi-Disciplinary Teams within the academy and ensure that MDT advice is implemented for the benefit of pupils.
4. To lead in the provision of excellent strategies that enhance teaching, learning and assessment for pupils with specific needs across all aspects of the curriculum.
5. Contribute to the academy self-evaluation through rigorous monitoring and review and participate fully in the Performance Management process.
6. To lead the SEN Team providing a clear level of challenge and quality assurance of all information, actions and impact.
7. To develop, inspire and motivate effective teams in order to raise standards across the academy.
8. To take a strategic lead on the EHCP process across the academy ensuring a smooth and effective process.
9. To lead on all aspects of admissions and transition for pupils.
10. To deputise for the Head of Academy when required
11. Ensure equality of opportunity for all.
12. To carry out duties with full regard to the Trust’s Equal Opportunities and Racial Equality Policies in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner. To operate within the Ethical Leadership framework.
13. To comply with health and safety policy and systems, report any incidents/ accidents/ hazards and take pro-active approach to health and safety matters in order to protect both yourselves and others.
14. These duties are neither exclusive, nor exhaustive and the post holder will be required to undertake other duties and responsibilities, which the Head of Academy or Trust may determine from time to time.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Trust. The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Trust records and information.

The post holder must carry out their duties with full regard to the Trust’s Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Trust Policies including the No Smoking Policy. The post holder must comply with the Trust Health and Safety rules and regulations and with Health and Safety legislation.

Author: CEO

Date: April 2020