

Parkwood Hall Co-operative Academy

Job Description Deputy Principal – Teaching and Learning

Name:

Responsible to: Principal

Supported by Assistant Principals – Pathway leads

Grade L 16 – L20 plus non-resident DHT allowance £6,907

Key Tasks Quality of Teaching and Learning

VISION "QUALITY OF LIFE FOR ALL"

Underpinned by a belief that everyone can enjoy a transformative quality of life, - a life that has meaning and opportunity - where any barriers to accessing education are removed and the support they receive is holistic

SPECIFIC DUTIES

Through consultation with the Principal, the Strategic Leadership Team and the Governing Body, to:

- 1) Act as the school's strategic lead for Teaching, Learning and Assessment
- 2) Lead on the assessment of pupil progress and the gathering and analysis of pupil progress data.
- 3) To take strategic leadership for the development and implementation of the curriculum
- 4) Maintain up to date policies, procedures and guidance in relation to the implementation of the curriculum, assessment and the quality of teaching.
- 5) Strategic Leadership of the Educational Team and direct line management of the Assistant Heads
- 6) To work as part of the strategic leadership team in the planning and implementation of the school improvement plan.
- 7) To report to governors on all aspects of responsibility
- 8) To act as the senior member of staff on call (not on site) as required.
- 9) To contribute to, and participate in, training and professional development opportunities for staff at the school.

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- 10) To maintain a general knowledge of local and national educational issues and legislation affecting the borough and its residents and schools
- 11) To be aware of and actively work towards overcoming discrimination on the grounds of race, sexuality, gender, disability and economic disadvantage
- 12) To prepare for and participate in regular supervision and performance review
- 13) To adhere to the academy's policies and procedures including those relating to Health and Safety

GENERAL RESPONSIBILITIES

- To ensure that any Health and Safety matters are brought to the attention of the Academy Business Manager and Principal as necessary.
- To maintain confidentiality in all aspects of Parkwood Hall Co-operative Academy. The nature of the working environment entrusts people with confidential information. Any breach of this confidentiality will constitute gross misconduct.
- To co-operate with all Parkwood Hall staff in maintaining good relationships with outside agencies and the general public in order to promote and uphold the school's image.
- To perform any other duties as are within the scope, spirit and purpose of the position as requested by the Principal and/or Governing Body.

This job description reflects the current requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and is subject to amendment in consultation with the postholder.

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PERSON SPECIFICATION

	CRITERIA	
QUALIFICATIONS	<ul style="list-style-type: none"> • Qualified Teacher Status • Experience of working in a Special school environment • Further professional qualification in SEND • Middle Leadership experience or qualifications (NPQSL) • Senior Leadership qualifications 	<ul style="list-style-type: none"> • Essential • Desirable • Desirable • Essential • Desirable
EXPERIENCE	<ul style="list-style-type: none"> • Successful recent senior leadership experience in a special needs environment • Work within a residential setting • Leading and managing change • Strategic leadership of safeguarding • Policy creation, implementation, evaluation and review • Leading professional development and promoting outstanding teaching and learning 	<ul style="list-style-type: none"> • Desirable • Desirable • Essential • Desirable • Essential • Essential
SKILLS AND KNOWLEDGE	<ul style="list-style-type: none"> • Ability to lead teams of staff to affect change • Demonstrates skills of distributed leadership • Inspire and model the school values and lead by example • A sound knowledge and understanding of educational strategies for pupils with SEND • Ability to communicate clearly and effectively both orally and in writing to a range of audiences • Inspire, challenge and motivate others • Manage staff issues fairly, recognize and deal with poor performance 	<ul style="list-style-type: none"> • Essential • Essential • Essential • Essential • Essential • Essential • Essential
Personal Qualities	<ul style="list-style-type: none"> • Self motivated, dedicated and well organized • Resilient and tenacious • Inspire confidence and respect • Innovative and solution focused • Reflective and emotionally intelligent • Demonstrates professionalism and integrity 	<ul style="list-style-type: none"> • Essential • Essential • Essential • Essential • Essential • Essential

SignedPostholder

SignedPrincipal

Date