London Borough of Brent

Granville Plus Nursery School

Job Description



**Post Title:** Deputy Headteacher with responsibility for SEND

**Grade:** Leadership Group L7-L11

**Duties:**

The duties outline in this Job Description expand on those in the latest School Teachers’ Pay and Conditions Document, are based on the current Teachers’ Standards. They may be modified by the Head teacher, in consultation with the post holder, to reflect or anticipate changes in the job, commensurate with salary and job title.

**Main Purpose of the Job:**

* To be a dynamic and visionary leader of others
* To support the Headteacher in providing professional leadership, ensuring high quality education for all pupils and improve standards in learning and achievement.
* To take the lead on Teaching & Learning, including curriculum development
* To undertake responsibility for SEND across the Nursery School and oversee provision for all and in line with national guidelines
* Help in the identification of children with special educational needs and those who are intellectually advanced, teaching and supporting intervention programmes so that they are able to make rapid progress in line with the schools high educational expectations
* To deputise for the Headteacher as required.

**Leadership and Management within the School and Extended Services**

* Assist and support the Headteacher in providing vision, direction and leadership of the School.
* In the absence of the Headteacher undertake any of the professional duties of the Headteacher.
* To play a key strategic role across the school and services, working with the senior leadership team (SLT) to construct development plans and self-review tools, including responsibility for specialist areas within the School.
* Act as a sounding board and ’critical friend’ to the Headteacher, providing effective professional challenge alongside public support.
* Be an advocate for children and families as required, including effective signposting to other services and professionals.
* Working within the Senior Leadership Team, ensure the vision for the school and services are clearly articulated, shared, understood and acted upon effectively by all staff.
* Work with the school community to translate the vision into agreed objectives and operational plans that will promote and sustain improvement.
* Assist in developing School-wide policies and protocols, taking account of partner agencies' policies and procedures, to ensure an integrated and coherent approach.
* Support development of a distributed leadership ethos, across the School
* Monitor and evaluate the effectiveness of SEND intervention and provisions and to work closely with all leaders to drive an inclusive school culture
* Alongside the Senior Leadership Team develop and maintain a culture of high expectations for self and for others.
* Play an active role in the recruitment, induction and management of all staff within the School.
* Actively support and assist the work of the Governing Body (providing information, objective advice and support) to enable it to meet its responsibilities, including reporting on the outcomes and impact of the work of the School.
* Assist the Headteacher in a broad range of management tasks, as agreed

**Teaching and Learning and Developing the Early Years Curriculum**

* Carry out the professional duties of a teacher (as set out in the School Teachers' Pay and Conditions Document and Teachers' Standards, and further defined in the Job Description of Class Teacher), providing an exemplar of excellent practice that inspires and motivates staff.
* Work with the Headteacher to devise quality frameworks which secure and sustain high expectations and excellent practice in teaching and learning throughout the School.
* Contribute to the development of effective enabling environments (as defined in the EYFS), to ensure they are stimulating, engaging and learning focused, to meet the needs of all pupils, enrich their learning and have high impact on their outcomes.
* Contribute to work to ensure the curriculum is rich, deep, broad, and creative, and thus a lever to secure and maintain high standards across the School
* Contribute to the development, organisation and implementation of the school's policy for the spiritual, moral, social and cultural development of pupils and their personal and health education.
* To work with all practitioners to ensure that all pupil outcomes and pupil progress drive innovation, development and reflection to create a learning culture at Granville Plus Nursery School
* Together with the Headteacher monitor and evaluate the quality of teaching and standards of pupil achievement, including the strategic analysis of data on pupil progress and attainment, to identify groups and individuals at risk of underachievement, and to support staff in improving the curriculum and raising standards. Including those children with SEND needs.

**Providing for the Care and Health of the Children**

* Ensure the staff follow the School’s and the Council’s Child Protection and Safeguarding procedures, and assist and deputise for the Headteacher in liaison with other agencies.
* Take responsibility for developing links across the Nursery School and Extended Services, to ensure all professional perspectives are respected and involved, and that all services are coordinated, streamlined and support an integrated approach.
* Assist in the development of Extended Services and with the SENIOR Leadership Team ensure effective coordination of these services.

**Developing self and Leading Others**

* Work with the Headteacher and Senior Leadership Team to develop and maintain high staff morale and confidence, and to set an example of high professional standards and leadership
* To remain proactive in relation to emerging pedagogical theory and politics, trends that will influence teaching and learning
* Provide stimulation, tools for reflection and development points through a coaching model, to further raise quality of practice across the staff team, and provide support and challenge to Team Leaders, to ensure rigour and improvement.
* Ensure excellence in staff professional development, including INSET/ Development Time and training within the School with other providers and other agencies as appropriate.
* Share leadership of staff and team meetings relating to management, administration, professional practice and personal development.

**Strengthening Community:**

* Actively promote pupil voice and all the work of the school council;
* work with the Headteacher in developing the policies and practice, which promote inclusion, equality and the extended services that the school offers;
* Promote the positive involvement of parents/carers in school life;
* Organise and conduct meetings where appropriate with parents and carers to ensure positive outcomes for all parties;
* Strengthen partnership and community working;
* Promote positive relationships and work with colleagues in other schools and external agencies;

**Leading others**

* To secure the smooth day to day running of the school
* To provide support, challenge and rigor to those who lead learning (teachers) through performance management.
* To provide stimulation, reflection tools and development points through a coaching model, to further raise quality of practice.
* To remain proactive in relation to emerging pedagogical theory and political trends that will influence learning and teaching in the early years.
* To lead the learning of others through planned, delivered and evaluated CPD sessions

**General Requirements**

* Implement School policies and staff guidelines as detailed in the Staff Handbook.
* At all times to carry out responsibilities in accordance with the Council's commitment in its Customer Care Policy to high quality service provision.
* Always carry out responsibilities with regard to Council's Equal Opportunities Policy.
* Comply with legal responsibilities under Health and Safety legislation.
* Be aware of and comply with policies and procedures, and report all concerns to the appropriate person, in respect of:

Health and Safety and security, and ensure that a safe environment is

Provided for children, staff, parents and other members of the public.

Child Protection (including Enhanced DBS disclosure)

Confidentiality and data protection

This post requires that post holders undertake an Enhanced with lists Disclosure and Barring Service check considered satisfactory by the Council prior to employment and every three years thereafter.

**SENDCo**

This involves working with the Headteacher and governing board to:

* Advise on the deployment of the school’s delegated budget and other resources to meet pupils’ needs effectively
* Make sure the school meets its responsibilities under the Equality Act (2010) with regard to [reasonable adjustments](https://schoolleaders.thekeysupport.com/administration-and-management/ethos-equality/equality-requirements-and-procedures/equality-act-2010-reasonable-adjustments/) and access arrangements
* Prepare and review the information the governing board is required to publish

Overview the identification, assessment and provision for all students with SEND

Ensure that all SEND students have an effective One Page profile and/or Education, Health and Care Plan (EHCP)

Maintain and update the SEND register

* Identifying and leading on staff training Train and support staff throughout the provision
* Being aware of the services that the LA provides under the '[local offer](https://schoolleaders.thekeysupport.com/pupils-and-parents/sen/managing/local-offer-what-you-need-to-know/)'
* Advising on the [graduated approach](https://schoolleaders.thekeysupport.com/pupils-and-parents/sen/managing/sen-provision-effective-collaboration/) to providing SEN support
* Working/ liaise with parents and carers to ensure they are informed and involved in their child’s education. Working alongside external professionals to support the needs of children.