

St Matthew's Federation of Gayton and Middleton CE Primary Academies
Executive Deputy Headteacher and SENCo Job Description

Job Title	Executive Deputy Headteacher and SENCo
Grade	Scale Leadership 4-8
Reports to	Executive Headteacher
Core Responsibilities	<ul style="list-style-type: none"> • To have responsibility for covering classes as required and model good practice. • To be the Special Needs Co-ordinator for the federation. • To be responsible for planning of the Sports Premium across the federation. • To be line manager for teaching assistants and Midday Supervisory Assistants across the federation, including communication, deployment and training. • To lead performance management of teachers and teaching assistants across the federation in conjunction with the Executive Headteacher. • To be responsible for induction of new staff across the federation. • To organise timetables and rotas across the federation. • To liaise with outside agencies. • To promote parental engagement across the federation. • To be responsible for personal development across the federation. • To lead assessment across the school. • Manage the planning and delivery of the curriculum across the school. <p>Some of the above responsibilities will be in conjunction with the Executive Headteacher.</p>
Key Purpose of the job	<p>To carry out the duties of this post in line with the remit outlined in the current School Teachers' Pay and Conditions Document including the conditions of employment for deputy headteachers and the school's own policy.</p> <p>The Executive Deputy Headteacher will be responsible for working with and supporting the Executive Headteacher on the following key school leadership and management areas. This will involve accepting responsibility for aspects of these key areas.</p>
Strategic Direction and Development of the school	
	<ul style="list-style-type: none"> • To assist the Executive Headteacher in shaping a vision and direction for the school, setting out very high expectations and with a clear focus on pupil achievement. • To play a significant role in setting aims and objectives for the school and in formulating the Single Change Plan along with the Executive Headteacher, governors and other senior staff. • To take responsibility for developing and monitoring policy and practice as laid down in the Single Change Plan, and in agreement with the Executive Headteacher.

	<ul style="list-style-type: none"> • To assist the Executive Headteacher in school self review and evaluation and in the effective planning and management of resources to secure improvements. • Publicly supporting all decisions of the Executive Headteacher and Governing Body.
Teaching and Learning	
	<ul style="list-style-type: none"> • Be an 'outstanding' role model and act as a leading classroom practitioner and inspiring and motivating other staff. • Working with the Senior Leadership Team and Executive Headteacher to sustain high expectations and outstanding practice in teaching and learning throughout the school. • Monitor and evaluate the quality of teaching and standards of pupil's achievement and use benchmarks and set targets for school improvement.
Leading and Managing staff	
	<ul style="list-style-type: none"> • Work with the Executive Headteacher to lead, motivate, support, challenge and develop all staff to secure continual improvement including his/her own continual professional development. • To be an exemplar of all school policies and practices. • To support the Executive Headteacher to lead in Performance Management of all teaching staff. • Work with the Executive Headteacher to deliver an appropriate programme of professional development for all staff including quality coaching and mentoring, in line with the single change plan and performance management.
Deploying staff and resources	
	<ul style="list-style-type: none"> • In consultation with, and by the direction of the Executive Headteacher, deploy people and resources efficiently and effectively i.e. timetables, deployment of support staff and supply staff. • To participate in recruitment and selection, as agreed by the Executive Headteacher.
Accountability	
	<ul style="list-style-type: none"> • Supporting the Executive Headteacher and Governors in accounting for the efficiency and effectiveness of the school to all relevant stakeholders. • Promote and protect the health and safety welfare of pupils and staff. • Take responsibility for promoting and safeguarding the welfare of children and young people within the school.
Specific Responsibilities	
	<ul style="list-style-type: none"> • Deputise for the Executive Headteacher in her absence. • Take a major role in the day-to-day running of the school, attending daily and weekly meetings and leading them as required. • Contribute to a positive ethos for learning.

	<ul style="list-style-type: none"> • Provide an exciting, stimulating and creative curriculum. • Promote the Christian values and achievements of the school to the community. • Support the Executive Headteacher and Governors in annual budget planning and monitoring. • To take whole school collective worship when required. • Undertake such reasonable activities that the Executive Headteacher and governors may from time to time require.
SENCo Responsibilities	
	<ul style="list-style-type: none"> • Overseeing day-to-day operation of school's SEN policy • Coordinating provision for children with SEN • Advising on use of delegated SEN budget and other resources • Making regular contact with parents/carers of children with SEN • Overseeing and ensuring that SEN records are up-to-date • Linking with and being a key point of contact with other educational settings and external agencies. This includes EHC plan coordinators, us (the local authority), educational psychologists, health and social services and independent or voluntary bodies • Liaising with and advising other teachers on the graduated approach to SEN Support. • Contributing to the in-service training of staff • Working with the Executive Head and governors regarding the Equality Act • Liaising with the designated teacher, where a looked after child has SEN
General	<ul style="list-style-type: none"> • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace. • To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy. <p>The service is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</p>

EXECUTIVE DEPUTY HEADTEACHER AND SENCO PERSON SPECIFICATION	Essential/ Desirable
QUALIFICATIONS	
Qualified Teacher status.	E
Degree or equivalent.	E
Evidence of further professional development.	E
Commitment to undertake SENCO NPQ training (SENCOs who have already obtained the NASENCO do not need to complete the SENCO NPQ).	E
EXPERIENCE	
Successful teaching experience in the primary age range.	E
Substantial knowledge and understanding of learning and teaching at Key Stage 1/2/EYFS.	E
Recent experience of working successfully as a senior leader or middle manager in a school.	E
Leadership of a significant area or phase including responsibility for raising standards across the whole school and contributing to self evaluation and school improvement.	E
Experience of teaching in more than one key stage.	D
Experience of data analysis.	D
KNOWLEDGE	
A clear understanding of the essential qualities necessary for effective teaching and learning.	E
The principles of effective assessment for learning.	E
Confident in whole school self-evaluation.	E
Knowledge and understanding of data analysis and the ability to use data to set targets for improvement.	E
Up to date knowledge & understanding of the current national education agenda.	D
Knowledge of current safeguarding child protection procedures.	
SKILLS AND ABILITIES	
Demonstrate outstanding practice.	E
Analyse data, evaluate pupil progress and plan an appropriate course of action for whole school improvement.	E
Inspire, challenge, motivate and empower others to carry the vision forward.	E
Lead and manage people to work towards common goals.	E
Ability to investigate, resolve problems and make decisions.	E

Communicate effectively to a wide range of different audiences (verbal, written, using ICT as appropriate).	E
Ability to ensure that the school atmosphere is welcoming and that parents are encouraged to take an active part in the life of the school and their child's education.	E
Expecting and facilitating all children to reach their potential irrespective of social background.	E
Ability to manage effectively pupil discipline and have a commitment to a high level of pastoral care.	E
Effective administrative and organisational skills and time management and the ability to work under pressure and to tight deadlines.	E
Personal Attributes	
Creative, enthusiastic and proactive, keen to embrace new ideas and challenges.	E
Energy and enthusiasm.	E
Confidence and excellent inter-personal skills.	E
Loyalty and confidentiality.	E
Committed to continuing professional development for self and others.	E