

## North Beckton Primary School Job Profile

**Post:** Deputy Head Teacher – Pastoral, Inclusion and Safeguarding  
**Scale:** Leadership Scale 12-16

General responsibilities	Specific responsibilities
<ul style="list-style-type: none"> <li>• To assist the Executive Head Teacher and Head Teacher in the strategic development and operational day-to-day running of the school</li> <li>• To assume all roles and responsibilities of the Head Teacher in their absence</li> <li>• To demonstrate the vision and values of the school in everyday work and practice</li> <li>• To ensure the school ethos enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes</li> <li>• To fulfil all contractual agreements as defined in 'Teachers' Pay and Conditions', school, local and national health and safety policies and procedures and the school's appraisal programme</li> <li>• To develop the school's SEF and SDP</li> <li>• To support on the induction of all teachers and support staff, including probationary periods</li> <li>• To carry out sickness and absence meetings</li> <li>• To be a lead appraiser</li> <li>• To maintain a high profile, ensuring that children, staff, parents and visitors have a consistent point of contact throughout the day</li> <li>• To undertake any other appropriate duties relevant to the post and within the grading and competency of the post holder, as reasonably required by the Executive Head Teacher and Head teacher</li> </ul>	<ul style="list-style-type: none"> <li>• To be a member of SLT</li> <li>• To lead on Inclusion, Pastoral, Safeguarding, Behaviour and Safety across the school, removing barriers for attainment and achievement</li> <li>• To work with the SLT and Inclusion staff to meet the needs of pupils with SEND</li> <li>• To have responsibility for raising standards of attainment for children with identified needs and SEND throughout the school</li> <li>• To be the school's Designated Safeguarding Lead leading on all matters related to safeguarding within the school</li> <li>• To ensure that policies and procedures are in place to identify SEND children and that registers are kept and that they are followed</li> <li>• To be responsible for the development of the equality policy, local offer and safeguarding policy</li> <li>• To lead on the liaising with outside agencies on matters related to SEND and Safeguarding including the Early Help plans.</li> <li>• To annually review and rewrite the policies relating to specific groups of pupils in order to reflect statutory requirement and good practice</li> <li>• To plan and deliver training on these policies to all staff in school as required by the school improvement plan</li> <li>• To present information regarding inclusive provision to governors, inspectors and parents when required</li> <li>• To liaise with all outside agencies to provide support and assessment for children with specific needs</li> <li>• To organise and lead meetings of all staff working in the area of specific needs</li> <li>• To arrange the annual reviews of children with statements of special educational needs and create an EHCPs</li> <li>• To undertake an annual review of resources in order to advise the Head Teacher of the budget which will be necessary to ensure that the school is well equipped to provide for pupils with SEND</li> <li>• To develop, maintain and train staff on assessment systems</li> <li>• To update your own professional knowledge and develop your competence in your area of responsibility by attending meetings and courses</li> </ul>

### **Strategic Development of the School**

- To use knowledge of local and national trends and initiatives to impact on outcomes for all pupils
- To contribute to building, communicating and implementing the core vision of the school
- In conjunction with the Senior Leadership Team and Subject Leaders, to take responsibility for planning, implementing and evaluating the school's development plan
- Create and monitor impact of the provision for SEN pupils and pupils within the resource provision.

### **Learning, Teaching, Attainment and Achievement**

- To demonstrate and articulate high expectations of learning and teaching for all pupils.

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- Assist the Executive Head Teacher and Head of School in setting challenging attainment and achievement targets for the whole school community
- To determine, organise and implement a diverse and flexible curriculum that meets the needs of SEND pupils.
- To monitor, evaluate and review classroom practice and promote strategies for improvement
- To challenge under-performance at all levels
- To ensure supportive follow-up using the Teacher Standards and school appraisal systems
- To implement strategies which secure high standards of behaviour and attendance of both pupils and staff

#### **Leading Staff**

- In conjunction with the Senior Leadership Team: build a collaborative learning culture within the school; actively engage with other schools and build meaningful learning communities
- To develop and maintain effective strategies and procedures for staff induction, probation and professional development and appraisal
- In conjunction with the Senior Leadership Team, develop and maintain a culture of high personal expectations for all, and take appropriate action when performance is unsatisfactory
- To line manage all staff within the pastoral and inclusion team and to ensure class teachers are taking responsibility for the planning for SEN pupils within their classes.

#### **Day-to-Day Management**

- To oversee and coordinate the work of the Inclusion, Pastoral and Safeguarding teams.
- To lead on monitoring behaviour management and safety daily
- To lead and develop the Vulnerable Children's Meetings programme across the school
- To contribute to the financial planning and management cycle of the school; ensuring that areas identified as priorities are funded and offer value for money
- To perform duties before during and after the school day in the school's 8-6 delivery
- To assist the DHT for Curriculum, Standards and Teaching and Learning as and when required.
- To undertake any other appropriate duties relevant to the post and within the grading and competency of the post holder, as reasonably required by the Executive Head Teacher and Head teacher

#### **Accountability**

- In conjunction with the Senior Leadership Team: ensure individual staff accountabilities are clearly defined, understood, agreed and are subjected to rigorous review and evaluation.
- In conjunction with the Senior Leadership Team: develop and present a coherent and accurate account of the school's performance to a range of audiences (governors, parents/carers, local authority etc.)
- To ensure that all Safeguarding policies and procedures are in place and are followed
- To ensure yearly updates and policies for behaviour systems
- To be accountable for standards and progress made of VCM pupils
- To be accountable for high levels of Good and Outstanding quality teaching.

#### **Equality and Diversity**

Newham Council is an Equal Opportunity Employer. As a school, we are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote equality and diversity in the course of their work.

The above are intended to be a guide to the range and level of work expected of any member of staff. It is not an exhaustive list of all the tasks that may be asked of an employee. He/she will be expected to carry out such other reasonable duties, which may be required from time to time across the federation.

Signed by Deputy Head Teacher \_\_\_\_\_ Date

Signed by the Head Teacher \_\_\_\_\_ Date

Signed by Executive Head Teacher \_\_\_\_\_ Date