

## Ethelbert Childrens Services

### Job Description

<b>Job Title:</b>	Senior Deputy Head Teacher
<b>Hours:</b>	In accordance with operational needs
<b>Line Management:</b>	Head of Education

#### General:

- The Post Holder (PH) will be an employee of Ethelbert Childrens Services and shall at all times act in accordance with the best interests of the organisation.
- The Old Priory School was developed to facilitate the placement of children and young people within an educational environment, who would otherwise be denied the opportunity. The curriculum provides for academic, recreational and physical activities.
- The Old Priory School provides for children who, owing to their severe emotional and behavioural difficulties, are excluded from 'mainstream' educational provision. Although the unit is part of a wider package of care offered by Ethelbert Childrens Services the PH will be required to follow and contribute to the development of the school, ensuring that pupils receive a broad, balanced and relevant education which is appropriate to his/her ability and that effectively learn and develop in a disciplined worthwhile way.

#### Post Expectations:

It is expected that the PH will be conversant with all requirements as laid down by the DfEE and Ofsted and the required roles and responsibilities of all teaching staff and support staff within all educational establishments.

**Post Responsibilities:**

In addition to his/her responsibilities as a class teacher and as specified in Part 12 of the 'School Teachers Pay and Conditions Document 2001', the PH as Senior Deputy Head Teacher will be responsible for the following:

To assist the Head of Education in ensuring that the provision of education to each and every student is both consistent and applicable to their individual requirements.

To liaise with the Head of Education on the day to day management of all staff and pupils within each educational facility.

Initiating and co-ordinating information on each and every pupil as required for the purposes of school liaison and all educational welfare matters.

To determine and identify suitable areas of work experience for all Key Stage 4 pupils as in line with DfEE and Ofsted requirements.

To identify suitable college placements, courses, apprenticeships (both modern and foundation) for all Key Stage 4 students as required by DfEE and Ofsted requirements.

To implement all necessary resources with regard to IT (in liaison with Head Office) to ensure that the provision of IT education and/or any other interactive resource will assist in the development of specific subjects and each and all students.

To liaise with all other Senior Managers within each and every educational facility on all issues relating to the education of students, the wellbeing of staff, correct lines of management and communication between the schools and other departments.

As Senior Deputy Head Teacher to attend all Education senior managers meetings with the company and to perform those duties required by the Head of Education and in support of his Personal Assistant in relaying all relevant and important information both internally and to all external agencies.

***This Job Description is provided to assist the PH to know what his/her main duties are. The nature of the Senior Deputy Head Teacher task is a varied one and no written Job Description can cover all eventualities and therefore, the Description may be amended from time to time without change to the level of responsibility appropriate to the grade of the post.***