

# Job Description



Hazel Oak School



**Solihull**  
METROPOLITAN  
BOROUGH COUNCIL

This school has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

<b>Post Title</b>	Deputy Headteacher	<b>Post No</b>	
<b>School</b>	Hazel Oak School		
<b>Salary Band/Range</b>	L18 – L22 £75,675 - £83,464		
<b>(Responsible to</b>	Head Teacher		
<b>Location</b>	Hazel Oak School		
<b>DBS Check</b>	Yes		
<b>Full Time</b>	Full time – January 2025 start		

## 1. Job Purpose

- To support the Head Teacher in leading and managing the school to the highest professional standards and to manage the school in the Head Teacher's absence.
- To uphold the ethos, aims, mission, vision and values of the school, its policies and codes of practice at all times and in all circumstances.
- To implement, deliver an appropriately broad, balanced and relevant and differentiated curriculum for all learners.
- To monitor and support the overall progress and development of learners.
- To facilitate and encourage learning experiences which provide pupils with the opportunity to contribute to raising standards of attainment / achievement.
- To share and support the school's responsibility to provide and monitor opportunities for personal growth and independence.
- To provide for the Head Teacher an overview of major school issues through a wide-ranging awareness and contact with staff and pupils.
- To contribute to the overall leadership and management of Hazel Oak School with specific responsibilities identified.
- To assist the Head Teacher in promoting awareness and observation of the Health and Safety Guidelines of Solihull Council.
- To promote and hold in high regard the mental health and wellbeing of staff and pupils.
- To have agreed teaching responsibility where appropriate.

## 2. Main Duties

- To work with the Head Teacher to ensure that the aims, mission, vision, values and objectives of the school are achieved through an effective School Improvement Plan.
- With the School Leadership Team, supporting the Head Teacher in the implementation and evaluation of the School Improvement Plan.
- To assist the Head Teacher in identifying school needs by a process of school self-review, as agreed by the governing body. To assist in the monitoring and review of the outcomes of the review, and work with external agencies and verifiers to enhance the school's offer.
- To develop a clear knowledge of the administrative and financial matters related to Hazel Oak School and to work with the school business manager in building an understanding of pupil funding and budgetary issues.
- To meet with the Head Teacher and/ or the school leadership team on a regular basis to discuss matters of policy, organisation and development.
- To analyse performance data and set school targets for consideration by the governing body.
- To report to Head Teacher and Governors on pupil safeguarding.
- To support the Head Teacher to draw on the school community to create a productive learning environment, which is engaging and fulfilling and challenges all learners appropriately.
- To take whole school responsibility for:
  - Data & assessment
  - Behaviour and attendance
  - CPD, training, ITT & ECT
  - EHCP process management
  - Premium funding use
  - Timetabling

## 3. People

### STAFFING

- To share with the Head Teacher the responsibility for supporting and promoting the wellbeing of all staff.
- To ensure that appropriate support systems are in place for students, initial teacher training placements and new staff.
- To co-ordinate cover for absent staff in partnership with the business manager / SLT and the school administration team.
- To assist the Head Teacher in the deployment of staff.
- To manage school staff rotas, timetables, duties and PPA

### STAFF DEVELOPMENT

- To have responsibility with the Head Teacher for leading and managing all staff and acting as a role model to ensure the highest standards are delivered at all times.
- To ensure a continuing professional learning plan is in place for all staff and are linked to staff appraisal and school improvement priorities.
- To work with the Head Teacher to ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- To acknowledge, share and promote excellence and develop effective team working.
- To actively promote and support staff development through further study, ITT, the

**PUPILS**

- To have responsibility with the Head Teacher for the co-regulation and welfare of all pupils.
- To share with the Head Teacher, and the DSL team, responsibility for Child Protection and safeguarding.
- To ensure all pupil needs are known to staff and coordinate all related training required to enable staff to meet these needs.

**Leadership**

**LEADING, LEARNING AND TEACHING**

With the Head Teacher:-

- Ensure a consistent and continuous school-wide focus on pupil achievement, using data, benchmarks, internal and external moderation and evaluation to monitor progress in every child's learning.
- Ensure that learning is at the centre of strategic planning and resource management.
- Establish creative, responsive, collaborative and effective approaches to learning and teaching.
- Ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
- Demonstrate and articulate high expectations and monitor alongside the leadership team, targets set for the whole school community.
- Support and implement strategies, which secure high standards of behaviour and attendance, reporting to the Head Teacher and governors.
- Contribute to the development, organisation and implementation of a diverse, flexible curriculum and assist in the implementation of an effective framework.
- Take an active role in continuing to develop a fully inclusive ethos and practices across the school and in line with local and national expectations.
- Support with key stage developments and day to day management.
- Monitoring, evaluating and reviewing classroom practice and help promote improvement strategies.
- As directed, challenge underperformance at all levels and with the SLT ensure effective corrective action and follow-up is put in place and has an impact on improvement.

**PARTNERSHIPS AND STRENGTHENING COMMUNITY**

- To share with the Head Teacher, responsibility for providing guidance, advice and support to parents and carers in the school.
- To share with the Head Teacher the development of partnership working with other special schools and mainstream partners and to develop partnerships in outreach, in-reach and inclusion opportunities.
- To work with the Head Teacher in creating and maintaining effective partnerships with Hazel Oak School to support and improve pupil achievement and personal development.
- To lead and to facilitate multi agency working in school including overviews of SLA's.
- To attend meetings of the Governing Body and any relevant sub committees as

appropriate.

- To develop links with the LA and the wider community.
- To build a school culture and curriculum, which takes account for the richness and diversity of the school's communities.

### **DEVELOPING SELF AND WORKING WITH OTHERS**

With the Head Teacher:-

- Treat people fairly, equitably and with dignity and respect to create and maintain a positive and inclusive school culture.
- Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities.
- Maintain effective strategies and procedures for professional development and performance review. To be a team leader for staff appraisals.
- Support effective planning, allocation and evaluation of work undertaken by teams and individuals, monitoring the clear delegation of tasks and the effective devolution of responsibilities.
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- Maintain a culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory.
- Regularly review own practice, set personal targets and take responsibility for own personal development.
- Manage own workload and that of others to allow an appropriate work / life balance and wellbeing.

### **PERSONAL GROWTH AND DEVELOPMENT**

- Ensure all staff are kept informed of the school's strategic objectives, core priorities, development and progress through effective communication.
- Implement effective procedures to safeguard pupils at all times, acting as a Deputy Designated Safeguarding Lead (DDSL)
- Contribute to the recruitment, induction and professional development of the school's workforce to achieve the school's vision and goals, including initial teacher trainees.
- Help to create and promote positive strategies for challenging and dealing with racial and homophobic harassment and bullying.
- Put into practice school policies for learning experiences for pupils that are linked into and integrated with the wider community.
- To support teaching staff to collaborate with other agencies in providing for the academic, spiritual, moral and cultural wellbeing of pupils and their families.
- Create and maintain an effective partnership with parents and carers to support and improve pupil achievement and personal development.
- To seek opportunities to invite parents/ carers, community figures, businesses or other organisations into the school to enhance and enrich the school and its values to the wider community.
- To contribute to the development of the education system by, for example sharing effective practice, working in partnership with other schools and promoting innovative initiatives.

<b>Safeguarding</b>
The school is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with.
<b>Financial</b>
<ul style="list-style-type: none"> <li>• Support the Head Teacher and business manager to manage funding streams and school spending to maximise the impact of the budget on pupil outcomes and staff resourcing.</li> <li>• As appropriate generate new income streams and grant funding to complement and enhance the achievement of the school's strategic objectives and which are supportive of the school's ethos.</li> </ul>
<b>Buildings &amp; Equipment</b>
<ul style="list-style-type: none"> <li>• Responsibility for the correct use and handling of equipment.</li> <li>• Some responsibility for ensuring that the correct equipment/resources are available for pupil use.</li> <li>• Responsibility for promoting ecologically sound use of resources, highlight recycling and ethical choices for all.</li> </ul>
<b>Health &amp; Safety</b>
<ul style="list-style-type: none"> <li>• The post holder will be responsible for his/her own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the school Health and Safety policies.</li> <li>• Observe all health and safety expectations and promote this with staff in all circumstances.</li> </ul>
<b>Environment</b>
<ul style="list-style-type: none"> <li>• Ensure the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and ensure value for money.</li> <li>• Contribute to the development of the school site to ensure it meets current and future needs within a sustainable framework ensuring the range; quality and use of available resources are evaluated to improve the quality of education for all pupils.</li> </ul>
<b>Policies &amp; Procedures</b>
<ul style="list-style-type: none"> <li>• The post holder will be accountable for ensuring that he/she is aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.</li> </ul>
<b>Mobility</b>
<ul style="list-style-type: none"> <li>• Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the school they may be required.</li> </ul>
<b>Equity, diversity, inclusion and belonging</b>
<ul style="list-style-type: none"> <li>• Hazel Oak is committed to equity, diversity, inclusion and belonging and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.</li> <li>• This includes all pupils, parents and staff. You must uphold all British Values and celebrate individuality and diversity regardless of all protected characteristics and support pupils to be proud to be who they are.</li> </ul>

**Variations to Job Descriptions**

Due to changing stakeholder needs, duties and responsibilities are likely to vary from time to time and the School therefore retains the right to amend job descriptions to reflect changing requirements.

**Training and Development**

Hazel Oak is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.

**Core Qualities & Leadership Framework**

The school expects all staff to demonstrate the behaviours in the Core Qualities Framework and where appropriate, those in the Leadership Framework, to an acceptable level.

The Deputy Headteacher will undertake any other reasonable tasks or duties assigned by the Head Teacher. They also have all the responsibilities of any teacher at Hazel Oak School.

**TEACHER JOB DESCRIPTION**

All teachers at Hazel Oak School will carry out their duties in line with those set out in the current School Teachers' Pay and Conditions Document, whilst addressing all Teacher Standards fully.

Employees will carry out such duties which reasonably correspond with the general character of the post and are commensurate with its level of responsibility.

<b>Compiled/Reviewed by:</b>	Andy Simms
<b>Date:</b>	June 2024