

JOB DESCRIPTION

Deputy Headteacher – National Online School

Reporting to:	Headteacher – National Online School
Responsible for:	Online Teachers
Location:	Wimbledon based, with flexible remote working.
Contract:	Permanent, term-time + 3 additional weeks.

Job Purpose

Responsible for ensuring delivery of high quality, specialist therapeutic education to support neurodiverse children and young people aged 5 to 25 years through an online delivery provision.

Oversee the management of the peripatetic teaching team, ensuring they are working in the TCES Way and delivering positive outcomes-based education programmes, including TCES LIFE and Project Based Learning (PBL).

Hold accountability for the school's teaching and learning, taking the lead on pupil progress and other areas of development of the school.

Main duties and responsibilities

School Leadership & Management

Lead, alongside the Headteacher, continuous school improvement linked to the Self Evaluation Form and the School Development Plan based on rigorous self-evaluation and evidence.

Creatively manage the online teaching team, ensuring delivery of a strengths-based innovative curriculum, a high-quality Culture of Learning and Teaching (COLT) excellence including 'quality first teaching', and through the TCES Big Picture Curriculum and the Five-Part Curriculum meet the Company Curriculum Guarantee for pupils.

Lead on the self-evaluation and ongoing development of the National Online School, including gathering, analysing and evaluating evidence of pupil progress towards school readiness, to inform provision and practice.

Oversee Risk and Needs Assessments in line with National Online School guidance and ensure that parents/carers are always present during sessions/lessons.

Fulfil the role of Deputy Designated Safeguarding Lead and support the DSL in managing safeguarding and child protection matters as and when required.

Provide cover when the Headteacher is absent.

Lead regular staff meetings and training sessions.

Quality Assurance

Oversee the quality and standards of educational provision and TCES Five Part curriculum in a remote and virtual learning environment.

Comply with the TCES Quality Assurance processes and procedures, particularly relating to the key responsibility of Teaching and Learning, holding responsibility for improving pupil progress through regular monitoring and evaluation.

Ensure that the provision is always prepared to pass an internal quality assurance or external Ofsted inspection.

Utilise best practice to develop teaching and learning to meet an Outstanding level.

Teaching and Learning

Take a lead in ensuring the school timetable meets the TCES curriculum guarantee and incorporates the therapeutic and vocational curriculum.

Provide support and direction to colleagues in delivering the TCES 5-Part Curriculum, its schemes of work, lesson plans, differentiated interventions for key skills and homework.

Drive educational outcomes, linking to clinical and social care provision, to ensure that students transition positively and successfully to their next phase in life.

Support online teaching staff in their day-to-day practice and professional development, role-modelling best practice in teaching including giving demonstration lessons.

Take a lead in ensuring all pupils have an up-to-date and regularly reviewed Individual Education Plan (IEP).

Provide support and direction to colleagues to ensure they meet the requirements of the Assessment Policy.

Monitor all teaching and learning and produce and analyse attainment data for internal and external purposes with Local Authorities.

Ensure that assessment outcomes are acted upon, especially in the management of effective interventions for pupils not achieving at appropriate rates.

Monitor pupil progress across the school and provide regular written reports to the Headteacher.

Be Lead Examinations Officer, registering the provision as a centre with agreed boards, ensuring that pupils are entered for exams they wish to take and appropriate access arrangements are applied for.

Ensure all pupils have access to accreditations.

Manage, alongside the SENCo, examination arrangements including special requirements, accreditations and appeals.

Evaluate and distribute examination results.

Oversee the development of the post-16 provision and curriculum within the online school, including monitoring and quality assurance.

Utilise pupil premiums in a creative and cost-effective way.

Undertake lesson observations and provide feedback as per the performance management system.

Provide cover for absent colleagues as and when required.

Hold responsibility for the effective provision of the TCES attendance and behaviour toolkits, pupil pathways, the TCES LIFE curriculum and Project Based Learning (PBL), supporting the provision of opportunities for all pupils to use their developing skills or provide context related to their interests.

Staff Training and Development

Collaborate with relevant departments in the recruitment, onboarding and induction of new National Online School staff.

Develop and implement staff training using a cascade model.

Assist the Headteacher in the implementation of the performance management system.

Contribute to the supervisory meetings of all teaching staff.

Drive a culture of accountability, Key Performance Indicators (KPIs) and service standards within a continuous improvement framework.

Support the Headteacher in addressing sub-standard professional practice through developing and delivering action plans.

Monitor and assess staff performance against agreed standards and planning all staff development for teams and individuals.

Ensure that all staff have access to advice, support and training appropriate to their needs.

Partnerships

Promoting effective partnerships with parents/carers, Local Authorities, outside agencies and other educational establishments.

Ensuring that there are regular opportunities for parents/carers to be given information about their children and any other matters in the provision.

Ensure parent voice is promoted and there is a well embedded Parent Council.

Work effectively with parents, carers and professionals to identify additional needs and provide support and adaptive resources where appropriate.

Since job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key responsibilities.

The post-holder is expected to observe and comply with all TCES policies and regulations, for example Code of Conduct, Safeguarding, Keeping Children Safe in Education, Health and Safety, TCES Values, Equality and Diversity and GDPR etc.

PERSON SPECIFICATION

Education and qualifications

Educated to degree level.

Qualified Teacher Status or equivalent (QTS/QTLS), with relevant experience.

Knowledge and experience

An understanding and experience of teaching practices and strategies to support pupils with SEND.

Experience of teaching SEND pupils in an independent or mainstream school or PRU.

An understanding of relevant legislation relating to specialist education provision.

Knowledge of SEN within mainstream schools and/or within a special school.

Substantial experience of managing and motivating teaching staff.

High level of expertise in the use of IT solutions for education.

Skills and ability

Ability to assess and set bespoke education programmes for young people with SEND.

Accuracy and attention to detail due to the confidential and sensitive nature of the information being processed.

Excellent written and verbal communication and research skills in order to write reports and communicate with stakeholders in a clear, meaningful and effective way.

Effective interpersonal, listening and influencing skills, particularly with parents/carers.

Ability to manage teaching staff working remotely – on virtual teaching programmes and face to face with pupils in their own homes.

Strong interpersonal and decision-making skills with the ability to show initiative to resolve parent/carer and LA issues in relation to educational programmes.

Excellent time-management skills in order to make appropriate decisions based on evidence and risk assessment and to deliver within timescales.

Solutions focussed and clear about areas for improvement in relation to own work as well as the team and organisation.

Ability to work effectively as part of a team with a flexible 'can do' approach.

Other

Commitment to leading on safeguarding and promoting the welfare of children and young people.

Able to promote and celebrate diversity and equal opportunities.

Commitment to TCES Values.

November 2024