



REDBRIDGE ALTERNATIVE PROVISION

Job Description			
Job Title	Deputy Headteacher Redbridge Alternative Provision		
Service area	Redbridge Alternative Provision	Function	Leadership
Salary Scale/Grade	L11 – L15	SEN Points	0
Reports to	Headteacher	Permanent / Fixed Term	Permanent
Responsible for:	The Strategic Direction of RAP (with Headteacher & PRU Management Committee)		
Purpose of Job			
<p>Working in collaboration with the Headteacher</p> <ul style="list-style-type: none"> • Support the Headteacher to provide strategic leadership and management of Redbridge Alternative Provision. • Support the Headteacher in providing curriculum leadership and management at Redbridge Alternative Provision. • Support the Headteacher in securing and sustaining effective teaching and learning throughout the school • Support the Headteacher in undertaking Performance Management & Line Management responsibilities for a group of teachers and other staff at Redbridge Alternative Provision. • Support the Headteacher in deploying staff and resources efficiently and effectively to meet specific objectives in line with RAP's strategic plans and financial contexts • Support the Headteacher in ensuring effective pastoral care and behaviour support throughout Redbridge Alternative Provision. • Support the Headteacher in the day-to-day leadership and management of the school. 			
Major duties and responsibilities			
<p>Strategic Direction and Development of the School:</p> <p>The Deputy Headteacher of RAP, in consultation with the Headteacher will support an overall strategic vision for Redbridge Alternative Provision and support its strategic direction, vision, values and priorities. They will:</p> <ul style="list-style-type: none"> • Help support an ethos and provide educational vision and direction which secures effective teaching, successful learning and achievement by students and sustains improvement in all areas of their development and to prepare students for the opportunities, responsibilities and experiences of adult life. • Help support, secure and sustain effective teaching and learning, monitor and evaluate the quality of teaching and standards of students' achievement, and use benchmarks to set targets for improvements. • Help support and secure the commitment of partner schools, parents, carers and the wider community to the vision and direction of Redbridge Alternative Provision. • Help ensure that all those involved in the school are committed to its aims, motivated to achieve them, and involved in meeting long, medium and short term objectives and targets. • Help and support the Headteacher to monitor, evaluate and review the effects of curriculum priorities and targets of the school in practice, and take action if necessary. 			
<p>Teaching & Learning:</p> <p>The Deputy Headteacher, working with the Headteacher will help secure and sustain effective teaching and learning throughout the school, monitor and evaluate the quality of teaching and standards of students' achievement, and use benchmarks to set targets for improvements. They will:</p> <ul style="list-style-type: none"> • Contribute to teaching throughout the school. • Help support and maintain an environment and a code of behaviour and discipline which promotes and secures good teaching, effective learning and high standards of achievement. • Help to determine, organise and implement the curriculum and its assessment; monitor and evaluate it in order to identify areas for improvement. • Help ensure that improvements in literacy and numeracy are priority targets for all students. • Help to monitor and evaluate the quality of teaching and standards of learning and achievement of all students, setting challenging and realistic targets that will lead to improvement. • Ensure that there is collaborative working between teachers / instructors across the sites and that teachers / instructors are sharing best practice and moderating assessments of students' progress. • As part of the senior leadership team, create and maintain an effective relationship with partner schools and parents to support and improve students' achievement and personal development. 			



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- Help develop effective re-integration support for students of Redbridge Alternative Provision returning to mainstream schools in collaboration with link schools in the area.
- Help to ensure that equal opportunities and inclusion policies are reflected in practice.

Leading & Managing Staff:

The Deputy Headteacher of Redbridge Alternative Provision will support the Headteacher to lead, motivate, support, challenge and develop staff to secure improvement. They will:

- Help maximise the contribution of staff to improving the quality of education provided and the standards achieved and ensure that constructive working relationships are formed between staff and students in the school and the staff and students in commissioning schools and providers of Alternative Education.
- Support the Headteacher to lead and manage the workforce with a proper regard for their well-being and legitimate expectations, including the expectation of a healthy balance between work and other commitments.
- Help to develop, implement and monitor clear, evidenced based improvement plans and policies for the development of Redbridge and its facilities taking into account any local or national policy initiatives.
- Help ensure that equal opportunities and inclusion policies are reflected in practice.
- Help the Headteacher to plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- Support the Headteacher to implement and sustain effective systems for the management of staff performance, incorporating appraisal, and targets for teachers, including targets relating to professional practice and students' progress and achievement.
- Support the Headteacher to specifically motivate and enable all staff in the school to carry out their respective roles to the highest standard, through high quality continuing professional development based on assessment of needs.
- Help the Headteacher to lead, support and co-ordinate the provision of high-quality professional development.
- Understand the expectations of others and ensure that new staff are appropriately trained, monitored, supported and assessed in accordance with the highest of professional standards.
- Sustain their own motivation and that of other staff.
- Ensure that professional duties are fulfilled, as specified in the Terms and Conditions of Service of Teachers.

Partnership Working:

- Support the Headteacher to establish a school culture and curriculum which fulfils the aims and requirements of the partner schools and wider community.
- Support the Headteacher to ensure learning experiences for all students are integrated with the wider community, and that where possible they are community based.
- Seek opportunities to invite parents and carers, community figures, businesses and other organisations into the school and to the wider community.
- Secure strong links with other key partners who are supporting the school's development.
- Collaborate with partner schools, the Local Authority and other agencies to promote the academic spiritual, moral, social, emotional and cultural well-being of students and their families.
- Work closely with the Management Committee to ensure that the development of Redbridge Alternative Provision is a continuing success.
- Represent Redbridge Alternative Provision at relevant meetings, as and when required.

Health & Safety / Child Protection:

- Ensure that Child Protection and Safeguarding procedures and Department of Health assessments of Children in Need are rigorously complied with, and that the welfare and health and safety of students are of prime consideration.
- Promote the safety and well-being of students and staff.
- Ensure good order and discipline of students and staff.

Resource Management, Financial and Administrative Responsibilities:

- Work with the Headteacher to manage the school budgets, keeping expenditure within budget and ensuring best value for money.
- Help develop the use of IT to support assessment, administration, communication, service delivery, monitoring, quality assurance and accountability.
- Help the Headteacher to recruit staff of the highest quality.
- Support the Headteacher to undertake management of the school's premises.
- Support the Headteacher to ensure that curriculum resources, staffing, accommodation, learning resources and others, are used efficiently for the best possible outcomes for students and provide value for money

Planning, Reporting and Accountability:



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- Support the Headteacher to undertake the annual cycle of planning and evaluation of the school's development plan and targets set within the plan, reporting to the Governing Body/Committee Management.
- Support the Headteacher to ensure regular reporting to the partner schools and parents/carers of students' attainment, achievement, and progress, and to ensure that all reporting meets statutory requirements.
- Support the Headteacher to ensure the development and progression of equality within the sphere of responsibility of this job description and to ensure the fair and equal treatment of all employees, parents/carers and students.

Cross-Site Collaboration:

- Work with the Headteacher to ensure consistency in planning, reporting and accountability.
- Promote collaborative working between staff across sites and ensure that there is moderation of assessment to evidence challenge and accuracy.
- Contribute to the collective planning and evaluation of overall self-evaluation and development plans for the school.

Safeguarding Children & Safer Recruitment:

- This school is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment.

This Job Profile is a guide to the work that you will be initially required to undertake. It may be altered from time to time to meet changing circumstances. All members of staff are expected to carry out any reasonable instruction given by the Headteacher or other such authorised person so as to allow for the effective running of the school. This Person Specification does not form part of your contract of employment.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks, therefore, all posts within the school are subject to an enhanced Disclosure and Barring Service check.

All adults employed by the school have a responsibility for data protection and have a duty to observe and follow the principles of the GDPR Regulations.

Redbridge Alternative Provision welcomes applications from all, irrespective of gender, marital status, disability, race, age or sexual orientation.

All applicants must be able to provide evidence of their Right to Work in the UK to be considered for this position.

Checked by:	Sam Walters	Date:	November 2023
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Person specification

Job Title	Deputy Head of Redbridge Alternative Provision		
Evidenced A = Assessment I = Interview R = Reference AF= Application Form			
Selection Criteria	Essential	Desirable	Evidenced



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<ul style="list-style-type: none"> • Education and Qualifications: • Relevant Degree • Qualified Teachers Status • Qualification in special education 	<ul style="list-style-type: none"> ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓ 	<ul style="list-style-type: none"> AF AF AF AF
<p>Experience:</p> <ul style="list-style-type: none"> • Experience at middle/senior management level in either a Good or Outstanding school with mainstream/alternative secondary teaching experience and related experience with young people with additional needs. • Evidence of being an excellent practitioner, able to lead by example. • Good track record of effective leadership of teams. • Experience of working in collaborative partnerships and supporting young people using a multi-agency approach. • Experience of monitoring and evaluating aspects of teaching and learning and/or performance management/teacher appraisal. 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓ 	<ul style="list-style-type: none"> AF/R/I AF/R/I AF/R/I AF/I AF/I
<p>Skills:</p> <ul style="list-style-type: none"> • Excellent classroom management skills • High level ICT capability • Good interpersonal skills • Listening skills and a counselling approach to education • The ability to make sound decisions and identify and solve problems based in thorough analysis and judgment • Ability to inspire and manage a team • Ability to delegate effectively, initiate and coordinate developments, and manage and implement change management successfully • Ability to work under pressure and to deadlines • The ability and presence to make points clearly to listen, understand and respond in a variety of situation. • Ability to manage budgets efficiently and affectively 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓ 	<ul style="list-style-type: none"> AF/I/A AF/I/A AF/I AF/I AF/I AF/I AF/I AF/I/A AF/I/A AF/I
<p>Knowledge:</p> <ul style="list-style-type: none"> • Knowledge of what constitutes high quality educational provision for young people who struggle in mainstream settings. • An understanding of the factors which affect SEMH • Understanding of current educational legislation and its impact on schools / PRUs and their wider communities • An understanding of how to use data to track and monitor progress • Working knowledge of SEN - Code of Practice 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓ 	<ul style="list-style-type: none"> AF/I AF/I AF/I AF/I/A AF/I
<p>Other job requirements:</p> <ul style="list-style-type: none"> • To be able to work with colleagues in allied network agencies • To write quality reports as required • To be a member of the RAP Senior Management Team • Enthusiasm, stamina, energy and drive • Positive and pro-active approach to challenge and change • The ability to be reflective and self-critical • Confidence and excellent interpersonal skills 			
Prepared by	Sam Walters	Date	November 2023