**Victoria Drive Primary Pupil Referral Unit**

**Interim Deputy Head teacher**

**(Fixed term contract one-year Maternity Cover)**

**Start September 2021**

**Grade: L8 to L12**

**Job Description**

**Core purpose of the Role:**

The Deputy Head with the Head teacher has joint responsibility for ensuring that teaching and learning is highly effective and that all pupils with Social, Emotional and Mental Health Difficulties (SEMHDs) can achieve their maximum potential.

**Main duties and responsibilities**

1. Manage teaching and support staff working on the site of the PRU taking a shared responsibility for their deployments and timetabling arrangements.
2. Take responsibility for leading and embedding an SEMH focused curriculum.
3. Ensure strong links with mainstream schools to maintain high standards of Teaching and Learning in line with current practice. Teach pupils referred to the Pupil Referral Unit.
4. Take responsibility for leading general procedures for pupil admissions meetings, target setting, pupil reviews, Pupil Care Plans, TAC Meetings, Reports for Child Protection Conferences.
5. Assist with procedures for requesting and preparing Education, Health and Care Plans (EHCPs)
6. In liaison with the Head Teacher take responsibility for pupil attainment data by:

* *Require teaching staff to carry out termly pupil assessments*
* *Collect, collate and interpret this data*
* *Present data clearly to showcase pupil progress*
* *Support with Pupil Progress Meetings*
* *Write reports pertaining to pupil progress data*
* *Together with the Head Teacher make hypotheses about data which will be used for inspection purposes at both local and Ofsted level.*

1. In conjunction with the Head Teacher, organise and run team meetings for Teaching and Support Staff and plan for staff Continuing Professional Development.
2. Play a key role in co-ordinating, monitoring and providing feedback to staff on curriculum planning and delivery at the PRU. Appraise the Head Teacher and the link inspector regularly of this information.
3. Support wider curriculum enhancement including educational visits, visitors and workshops.
4. In conjunction with the Headteacher, oversee the Teacher and Support Staff Appraisal process; and undertake the Appraisal of individual staff in the Service.  
   Participate in recruitment procedures for new staff.
5. Support the Head Teacher in carrying out sickness monitoring and reviewing patterns of staff absence including making referrals to the council’s Occupational Health Section and attending meetings for staff where relevant in connection with the Council’s Code of Practice on Absence Management.
6. Take responsibility for responding to incidents in line with the Service Behaviour, Health and Safety and Safeguarding Policies. Ensure that any necessary follow up work or reporting is undertaken.
7. Assume the role of Designated Member of Staff for Safeguarding and Child Protection in the absence of the Head teacher.
8. Liaise with Wandsworth mainstream schools in regard to inclusive plans for pupils with SEMH
9. Identify and model positive behaviour management strategies to staff including reflective practice.
10. Carry out other duties as may be required by the LA in pursuit of its statutory obligations and other reasonable duties as may be required by the Head teacher including deputising for the Head teacher in her absence.

**Person Specification**

**Qualifications**

* 1. Qualified teacher status.
  2. Recent evidence of Leadership/Management qualification and Continuing Professional Development in current educational practice, reforms and legislation.

**Experience**

* 1. Evidence of excellent classroom practice in primary and special educational settings with the ability to assist others in improving their skills
  2. Experience of being part of a Primary Phase Leadership Team and successfully leading an aspect of whole school improvement.
  3. Evidence of successful senior leadership in aspects of school life involving contact with parents, schools and the wider community.
  4. Extensive experience in the preparation and interpretation of pupil performance data to improve pupil outcomes
  5. Evidence of robust contribution to staff Continuing Professional Development (CPD)
  6. Experience of being a Designated Safeguarding Lead
  7. Experience of Positive Handling Techniques and the use of de-escalation methods.

**Skills**

* 1. Proven ability in positive behaviour management and evidence of the ability to advise and support other practitioners
  2. Proven ability to plan strategically, monitor progress, evaluate impact and lead by example.
  3. Evidence of recent effective multiagency working demonstrating the ability to negotiate and problem solve.
  4. Ability to work effectively in a team with staff, parents, the professional network and officers in the Local Authority.
  5. High level of written, oral and ICT communication skills

**Knowledge**

* 1. Thorough knowledge, understanding and commitment to equal opportunities, Equality and Disability Law, SEND Reforms and Curriculum reforms. Demonstrate robust educational and legislative knowledge and judgement.