

We Are Hiring

DEPUTY HEADTEACHER

SOUTH SCHOOL (MATERNITY COVER)

Creativity

Holistic Education

Open-Mindedness

Individuality

Location:	TCW South School and associated hubs
Responsible To:	Headteacher
Hours:	Full Time: Monday - Wednesday - 8.30am - 4.30pm Thursday - 8.30am - 6.00pm Friday - 8.30am - 4.00pm
Salary:	From £41,000 FTE per annum

Role Summary:

The Deputy Headteacher (DHT) is responsible for ensuring that students within the school are being delivered quality alternative provision in a controlled and safe environment, both on and offsite. They oversee the Education team consisting of a Designated Safeguarding Lead, an Onsite Lead, an SEN lead and Curriculum Coordinator, who are together responsible for all aspects of those students' education experience within The Complete Works School. This role is particularly focused on educational oversight and maintaining TCW's high quality of relationships with parents/carers, professionals, teachers and students.

Responsibilities:

The DHT role is responsible for an assigned area and the following responsibilities relate to all the students and staff in that area unless otherwise stated.

Oversee the smooth running of the Education team

- Line manage the Designated Safeguarding Lead, Onsite Lead, SEN lead and Curriculum Coordinator and conduct their appraisals
- Ensure that student information is kept accurate and up-to-date
- Ensure student and staff timetables are appropriate and recorded accurately
- Ensure that Ariel, TCW's Information Management System accurately reflects the data for the School
- Support the Education team in contacting parents/carers to arrange and then run initial meetings for new students
- Ensure that any potential risk to staff or students has been minimised and is monitored appropriately
- Provide pastoral support and guidance to individual teachers, signposting them, where necessary, to further support or training within the school
- Keep the Headteacher informed of all key information, seeking their advice and support as required
- Deputise for the Headteacher when necessary

Ensure the students have the best possible educational experience within our school

- Oversee the full education package provided to the students
- Oversee and monitor individual education and welfare of the students
- Ensure the student's curriculum and pathways are as effective as possible
- Work with DSL to ensure that students and staff are kept safe and any issues dealt with efficiently
- Work with the Admissions team to ensure that new students are sensitively and efficiently assigned teachers and their education commenced as soon as possible
- Monitor the attendance and progress of the students and put interventions in place where necessary
- Ensure cover is effectively put in place where necessary

Work with parents, carers and professionals to ensure they are well informed about their students' education and appropriately supported

- Ensure half-termly reports are completed to a high standard and shared with parent/carers and professionals
- Oversee termly parent review meetings
- Regularly liaise and where possible meet with parents/carers and students to maintain a positive relationship between them and the school. Ensure they feel listened to and supported
- Attend professional meetings and reviews as required
- Take minutes of professional meetings as appropriate

Work with the central services to ensure the smooth running of the school

- a. Consult with the central services team keeping them informed of any relevant information and to seek support in ensuring that students receive the highest level of service from TCW
- b. Support the HR Department in any disciplinary or capability proceedings relating to the staff they manage
- c. Support the finance team where necessary to ensure that contracts, invoices and pay are accurate
- d. Oversee, in dialogue with the finance department, spending relating to the students' education

Be a part of the TCW team

- a. Promote the school ethos and values in all work
- b. Write a half-termly report reviewing the department's work
- c. Lead training as required
- d. Attend meetings and training as required
- e. Be trained in DSL approved safeguarding and follow all safeguarding policies and procedures to protect our students

Person Specification:

Essential:	Desirable:
<ul style="list-style-type: none">• Degree or equivalent qualifications.• Experience in leading a team in an educational setting.• Strong attention to detail and accuracy in administrative tasks.• Ability to work independently and take initiative.• Excellent organisational and multitasking skills.• Flexible and adaptable approach to work.• Strong team player with effective relationship-building skills.• Exceptional written and verbal communication.• Proficiency in Microsoft Office, Gmail, Google Drive, and administrative software.• High level of professionalism, discretion, and loyalty.• Strong people management skills, including team motivation, training, and appraisal.• Understanding/Knowledge of Alternative provision and SEND	<ul style="list-style-type: none">• Experience of working in a creative environment• Knowledge of safeguarding matters• Experience of working in a charity

The job description is not an exhaustive list and there may be times when the Chief Executive Officer or Headteacher will require certain tasks to be undertaken that may not be listed here. These will always fall within the policies and procedures of TCW and within the remit of what may be expected in your role. There will always be a discussion between all parties on whether the successful candidate feels they can manage these extra tasks.

Extra Information:

This is a salaried full time position. This role is only expected to work in the office during term time with the exception of an additional 10 specified, out-of-term, office days (dates TBC in advance of the commencement of the school year or upon request). Official leave is 20 days per annum (to be taken out of school time) plus bank holidays, however the rest of the school holidays staff are only expected to work from home to the degree required to meet their duties though should be contactable as required. This role may also be entitled to up to 5 days unpaid term-time leave per annum, to be taken in blocks of no more than 2 days at the discretion of the Headteacher.

This role is based in the school office and has direct contact with students or is directly involved in the day-to-day running of the student's education, the school or office. To this end it is expected that this role is (under normal circumstances) an in-person role.

The working hours are based on 08.30-16.30 with a 30-minute lunch break weekdays with some planning, preparation, reports, admin and meetings taking place outside of these hours. TCW reserves the right to hold meetings, social events and performances after these hours, which you would be expected to attend. This includes weekly Thursday training sessions, which run 4:30-6.00pm and the TCW showcase. Dates are provided at the beginning of every new academic year.

This role will be directly managed by the Headteacher. Performance reviews will happen at least once a term. It is expected that all successful candidates will follow the policies and procedures of TCW at all times and conduct themselves in a manner that is deemed acceptable and appropriate by the CEO of TCW in accordance with the staff handbook.

THE POST HOLDER WILL BE SUBJECT TO AN ENHANCED DISCLOSURE AND BARRING SERVICE (DBS) CHECK

We are committed to safeguarding and promoting the welfare of children, young people and adults at risk. We expect all staff and volunteers to share this commitment.