



Comet Nursery School and Children's Centre

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Headteacher: Lisa Clarke

Job Description

Post Title: Deputy Head Teacher and SENDCo

Grade: Leadership 4-9

Responsible to: Headteacher

Purpose of the job

To carry out professional duties of a teacher other than a Headteacher, as described in the current School Teacher's Pay and Conditions Document, including those duties particularly assigned by the Headteacher.

Main Activities:

1. To assist the Headteacher in the leadership and management of the school, including managing staff and resources and in all aspects of school improvement, including taking full responsibility for the school/centre in the absence of the Headteacher.
2. To take full responsibility for leading and managing significant aspects of the school, under the overall direction of the Head teacher.
3. To be the SENDCo and take responsibility for supporting children with additional needs and their families. To lead and manage the Learning Support Team and work with other professionals.
4. To carry out teaching duties as required.

Specific Responsibilities

Leadership and Management:

1. To assist the Headteacher in shaping a vision and direction for the school/centre, having very high expectations and with a clear focus on early education and care.
2. To play a significant role in setting aims and objectives for the school and in formulating the School and Children Centre Development Plan along with the Headteacher, governors and other staff. To take responsibility for developing and monitoring policy and practice as laid out in the SCCADP.

3. To inspire, motivate and influence staff and children taking a lead role in maintaining the highest standards of teaching and learning.
4. To provide an excellent role model for all members of staff and for children in all aspects of school life. To be an exemplar of all school policies and practices.
5. To actively promote the aims and ethos of the school/centre. To offer guidance and support to colleagues.
6. To be aware of health and safety issues as they arise in the school/centre.
7. To be the Designated Safeguarding Lead (DSL) taking the lead on safeguarding and child protection procedures and attend meetings as appropriate.
8. To support teaching and other students and liaise with the relevant bodies to support their training.
9. To work alongside the Extended Services Lead to improve outcomes for children and their families in the Children's Centre provision.
10. To provide effective leadership and management to teams of staff and to lead the 2 year old provision.
11. To take responsibility for leading and managing the early years curriculum across the school/centre.
12. To make a significant contribution to the school's continuing professional development programme, including co-ordinating training programmes, delivering INSET and working with individuals and teams in a variety of professional development activities.
13. To assist the Headteacher in school self-review and evaluation (SEF) and in the effective planning and management of school resources including the school budget to secure improvements.
14. To maintain an informed view of standards and of the quality of teaching across the school/centre by monitoring planning, teaching and children's assessments and progress.
15. To actively promote equality and inclusion by ensuring the curriculum provides the best possible education and care for all its pupils, taking into account ethnicity, gender, Special Educational Needs and children learning English as an Additional Language.
16. To assist the Headteacher in all aspects of the day to day administration and organisation at Comet e.g. rotas etc.
17. To take a significant role in the implementation of the staff professional development, to secure school improvement and individual professional development.
18. To participate in the recruitment and selection process.

Teaching and Learning:

1. To carry out teaching duties providing a model of excellence for colleagues.
2. To provide leadership and support for colleagues (teachers and support staff) with regard to teaching and learning and the curriculum.
3. To liaise effectively with parents and carers to ensure good relationships between school and home in order to improve teaching and learning. Including the development of home learning partnerships.
4. To work with the Headteacher in taking a lead role in the management of the school database of individual children's attainment and progress.

SENDCo/Inclusion Lead:

1. Lead the LSA team and have strategic overview of provision for children with SEND across the school/centre, monitoring and reviewing the quality of provision.
2. Lead the strategic development of the special educational needs (SEND) policy and provision in the school.
3. Be responsible for day-to-day operation of the SEND policy and co-ordination of specific provision to support individual pupils with SEND and Looked After Children.
4. Provide professional guidance to colleagues, working closely with staff, parents and other agencies.
5. Maintain an up-to-date knowledge of national and local initiatives which may affect the school's policy and practice.
6. Evaluate whether funding is being used effectively, and propose changes to make use of funding more effective.

Other duties and responsibilities

1. To attend daily and weekly meetings, in accordance with school policy and to lead such meetings as required.
2. To prepare and present reports, as required to, e.g. governors, Hackney Education, parents, outside agencies.
3. To attend meetings (such as governor or parent information sessions) during evening hours, at weekends or in school holidays, as required.
4. To be organised in your approach to the role and meet deadlines that have been set.

Key organisational objectives

The Post holder will contribute to Comet's objectives in service delivery by:

- Following health and safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation
- At all times operating within the school's equalities framework
- Commitment and contribution to improving standards for children's as appropriate
- Contributing to the maintenance of a caring and stimulating learning environment for pupils
- Commitment to the agreed Comet Staff Values

Special Conditions of Service

The Post holder may be required to work outside of normal school hours on occasion (e.g. to attend Full Governing Body and /or Committee Meetings, etc.) with due notice.

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Governed by the National Agreement on Pay and Conditions of service, supplemented by local conditions as agreed by the governors.

Because this post allows substantial access to children, candidates are required to have an enhanced DBS check.

Equal Opportunity

The post holder will be expected to carry out all duties in the context of and in compliance with the Hackney Learning Trust and Comet Equalities policy.

Person Specification

Qualifications	Essential	Desirable
To hold a teaching certificate in Education which is recognised by the DFE	X	
National Award for SEN Co-ordination, or a willingness to complete it within 3 years of appointment		X
To have evidence of continuing professional development relevant to the post	X	
Experience relevant to the post		
Significant and successful experience of teaching in the early years and leading teams of practitioners		
A proven track record of raising attainment and evidencing progress in young children		
Significant and successful experience of leading aspects of the curriculum		
Experience of contributing to school development, as a member of a leadership and management team		
Experience of supporting/mentoring colleagues in order to support professional development and school improvement		
Successful experience of improving the quality of teaching and learning, through monitoring and support		
Experience of managing and using children's attainment and data-tracking systems		
Experience of developing and leading staff development programmes for teachers and support staff		
Experience of initiating and implementing strategies to improve parental involvement in their children's learning		
Experience of working with and supporting children with special educational needs		
Professional Knowledge and Understanding		
Knowledge of equality and inclusion issues and how they can be addressed in the school/centre		
An excellent understanding of current theory of best practice in early years teaching and learning and commitment to the principles of early childhood education		
A good understanding of effective leadership and management in relation to raising children's attainment and school development		
An understanding of the importance of the culture and ethos of the school/centre		
Good understanding of how opportunities can be made to enrich and enhance the curriculum to address the needs of all children		
Good up to date understanding of child protection issues and procedures and the ability to take the lead in safeguarding		
An understanding of the role of parents and the community in school improvement and how this can be promoted and developed		

A good understanding of how to lead and develop a multidisciplinary team
Good understanding of statutory requirements of the EYFS
Professional Skills, Abilities and Personal Qualities
Formal recognition as an outstanding teacher
Ability to provide a model of best practices, through teaching in own or others classrooms
To demonstrate leadership qualities, including energy, resilience and the ability to enthuse and motivate others
To be able to articulate a clear vision for high quality education in a diverse, urban context
To have a good personal presence, good communication skills and a sense of humour
To be able to communicate clearly both orally and in writing with a wide range of audiences, including children, parents and carers, governors, staff and outside agencies
To relate well to children and be responsive to their needs
To be able to develop and maintain effective relationships with all members of the school community and outside agencies
To be approachable, accessible and flexible
To be able to work effectively under pressure, to prioritise appropriately and to meet deadlines
To have good analytical skills, being able to synthesise complex information, summarise, draw appropriate conclusions and make decisions
To be able to understand, interpret and present school performance and financial data
To maintain a personal commitment to professional development linked to the competencies necessary to deliver the requirements of this post
Have a commitment to Comet's vision and values