



# Island Learning Centre

## Job Description

<b>Identifying Facts</b>	
Title of Post: Deputy Headteacher (DHT) – Alternative Provision	
Directorate: Children’s Services	Post No:
Department: Education	
Section: Island Learning Centre	Date: Nov 2024
Pay Range: L12 – L16	
Responsible to: Headteacher	

### Main Purpose

To provide a learning environment that embraces opportunities for all students by securing high quality teaching and learning. The role will support our vision of ensuring that students achieve their full potential.

Working with the Headteacher, to provide overall management and leadership of the Island Learning Centre’s Alternative Provision.

### Major tasks.

#### Aspects specific to this Deputy Headteacher role:

Under the direction of the Headteacher/Head of school manage:

- On-site Alternative Provision
- Off-site Alternative Provision
- Outdoor Learning
- Medical Provision
- Lead Trauma Informed therapies.
- Lead Speech and Language therapies.

### Trauma Informed Practice

- To develop and embed Trauma Informed, Speech and Language therapies, working with staff, children, parents, and home schools.
- To have an innovative approach to supporting students in developing their resilience, through a new approach to therapeutic trauma work within this centre.
- Working in partnership to mentor and coach at the Island Learning Centre (ILC) leading therapy programmes tackling adverse childhood experience ensuring this impacts on the development and mental health of our young people and therefore supporting their life chances.
- To work as part of a multi-disciplinary team providing a range of preventative, therapeutic and targeted support for vulnerable young people.

To increase young people’s access to appropriate learning activities and promote social inclusion and positive engagement.



## **Safeguarding**

- Ensure their own safeguarding knowledge is up to date and evaluate gaps in knowledge to further access Personal Development.
- Support whole school events and particularly Student Voice, Parents' Evenings and Tutor Evening.
- Lead agreed aspects of CPD.

## **Key tasks and responsibilities:**

### **Leadership**

Under the direction of the Headteacher/Head of School

- Support the day-to-day management of the Alternative Provisions.
- Communicate the school's vision compellingly.
- Lead by example, focusing on providing excellent education for all pupils. Lead on school strategies and policy areas.
- Build positive relationships with members of the schools' community.
- Keep up to date with developments in education.
- Seek training and continuing professional development to meet own needs.

### **Managing staff**

Under the direction of the Headteacher/Head of School

- Assist with the selection and recruitment of staff.
- Performance manage staff, including carrying out appraisals, providing professional development opportunities and holding staff to account to their performance.
- Create an ethos within which their direct reports are motivated and supported to develop their skills and knowledge.
- Commit to their own professional development, proactively identifying development opportunities.

### **Modelling best practice for teachers**

- Demonstrate excellent performance against parts one and two of the teacher's standards: teaching and personal and professional conduct.
- Implement strategies and initiatives to share best practice with others in the school, developing, confidence and skills in others.

### **Systems and processes**

Under the direction of the Headteacher/Head of School:

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose.
- Provide a safe, calm and well-ordered environment for all pupils and staff, focussed on safeguarding, pupils and developing exemplary behaviour.
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice.
- Work with the Governing Board as appropriate.



- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources.
- Support distribution for leadership throughout the school.

**Other responsibilities:**

- Please also refer to the responsibilities of all classroom teachers.
- The DHT will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.
- Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the DHT will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

**Review:**

This job description is subject to annual review and / or change at other times in response to identified needs. It is expected that the post holder will undertake additional duties, as required, and in agreement with their line manager, to operate in a flexible environment.

**Generic quality statement:** The Isle of Wight Council expects that its staff will adhere to its policies and procedures. All members of staff are expected to be familiar with procedures and undertake appropriate activities to support their learning and development.

**Safeguarding** - The Isle of Wight Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and operates stringent safer recruitment practices.

**Diversity and Equality** - All employees are expected to treat others with dignity and respect.

**Health and Safety** - The Isle of Wight Council has a duty to protect employees and all employees have a duty to protect themselves and others from harm as far as is reasonably practicable.

**Data Protection and ICT Security** – All employees are required to ensure that any information or data collected or input into a Council system complies with the standards set out and any associated processes that are specific to an area of work.

*This job description is correct as at the date given above. In consultation with the postholder it is liable to variation by management to reflect or anticipate changes to the job. As a term of employment, the postholder may be required to undertake other duties in this post or, following consultation, any other post in any of the Isle of Wight Council's Directorates.*