****

**Head Office, 99 Edge Lane, Liverpool L7 2PE**

**Tel: 0151 261 2000 fax: 0151 261 2001 e-mail: info@nugentcare.org minicom: 0151 260 4366**

**Job Description and Person Specification**

**Job Title: Deputy Head Teacher, based at Nugent House School**

**Hours: School Teachers Pay and Condition as per Nugent Teachers Handbook**

**Salary Range: £49,933- £52,410 per annum**

**Accountable to: Head Teacher**

**NUGENT**

The origins of Nugent date back to the 1800’s and the pioneering work of Father James Nugent (1822-1905) in relation to child welfare, relief from poverty and social reform. The work of Father Nugent had a dramatic impact on the lives of thousands of vulnerable people and his work continues to this day through Nugent. We are the social welfare arm of the Catholic Archdiocese of Liverpool.

Today, Nugent offers a diverse range of support to adults and children in Merseyside through our schools, care homes, community and social work services and social enterprise. As a health and social care provider, we work at the heart of some of the most vulnerable and disadvantaged communities. We strive, not only to provide the best possible service to individuals and their families in these areas, but to generate interest, awareness and an understanding of the issues they face and the impact of this on our wider communities.

Nugent supports on average 6,000 people each year. We are a major employer in the area, employing 650 staff and supporting 350 volunteers. We courageously advocate on issues of justice and fairness.

**Our Mission:**

* To care, educate, protect and inspire those in need.
* To be an employer of choice.
* To be an advocate: A voice for the voiceless.

**Vision:**

* Our vision is to be an entirely dignified & outstanding organisation by 2020.

**Our Values:**

* Integrity, Ambition, Courage, Compassion, Optimism, Respect and Dignity.

Nugent celebrates diversity in our organisation and in society as a whole and is an equal opportunities employer welcoming all people with a positive view of age, caring responsibilities, gender, disability racial origin, religion, sexual orientation or socio-economic background.

**OVERALL PURPOSE OF THE POST**

* To assist the Principal in the strategic development of the school.
* To take responsibility for the day to day running of the school in the absence of the Head Teacher when required.
* To provide strategic leadership and effective direction regarding the teaching & learning within the school.
* Lead and manage the implementation of the raising attainment.
* To assist the Principal in meeting targets within the Business Plan and liaison with Central Office representatives
* To assist the Principal in ensuring the pupils are safeguarded at all times, including membership of the school’s Safeguarding Team.
* To lead the Learning and Teaching Strategy and CPD programme for staff and contribute to the Performance Management and Appraisal Systems.
* To develop effective relationships with external stakeholders, e.g. Commissioners, Virtual Heads of School, Training Providers, FE Colleges and Chambers of Commerce.
* To ensure the school fulfils its statutory obligations in relation to SEN Annual Reviews and PEPS
* To lead the school’s strategy of vocational provision, off-site and alternative education and Post 16 education.
* To lead the school’s strategy for the pupils’ personal development, welfare and behaviour

**MAIN DUTIES AND AREAS OF RESPONSIBLITY**

* To be a member of the School Improvement Group and Senior Leadership Team
* To support and assist with training of staff to ensure both lessons and intervention deliver high quality student learning and outcomes.
* To design, manage and monitor the current school curriculum
* To work closely with Head of subjects to ensure amongst all classroom staff an understanding of support for and compliance with the school’s standards and expectations for learning behaviour
* To manage designated budgets to ensure efficient use of resources.
* To ensure staff teams are deployed efficiently to maximise both their potential and quality learning experiences for pupils.
* To ensure that pupils are safeguarded at all times, complying with the school’s Child Safeguarding Procedures, as a member of the school’s Safeguarding Team.
* To ensure the school is a safe learning and working environment with appropriate risk assessments in place for curriculum delivery, staff and pupils and to liaise with the Business Manager on all aspects of Health and Safety.
* To ensure that all staff receive high quality professional development with access, when needed, to further qualifications and accreditation
* To establish and maintain relationships with external providers and other stakeholders to ensure professional exchange of information and robust quality assurance of off-site provision.
* Line management of Post 16 Co-ordinator, SENCO, Assistant Heads of School.
* Line management of intervention programmes and their team leaders e.g. Therapy, Literacy and Numeracy Intervention and Mentoring.
* To chair team meetings, review groups and steering committees as required by the Principal, both internally and externally
* To establish and maintain effective communication between school staff and residential managers and teams.
* To manage the School Calendar.

**ADDITIONAL DUTIES**

Additional duties as and when required. This job description will be reviewed annually.

**NUGENT AND FUNDRAISING**

Nugent is a Charity and as such relies on its good reputation and voluntary contributions and donations from members of the public, from grant making bodies and corporate sponsorship.

All employees of Nugent are expected to behave in a way that enhances the reputation and image of the Charity. In addition, staff are expected to be responsive to fundraising initiatives, attend public events whenever possible and generally take seriously their role in raising income for the Charity at every opportunity.

**EQUALITIES**

Nugent affords all employees equal opportunities in employment irrespective of disability, gender, race, religion, age, sexuality, sexual orientation, marital status, parental status etc. Nugent will ensure that discriminatory practices are identified and removed and non-discriminatory practices introduced in all areas of employment.

**CONFIDENTIALITY**

It is expected that all Nugent employees will understand that their work is confidential and that personal details about residents and their families must **NOT** be divulged to members of the public.

**BASIC PRINCIPLES**

The post holder is expected to be familiar with and work within the Basic Principles of Nugent. He/she must be prepared to operate within a Catholic Agency, while ensuring that people of other denominations and religions have their spiritual needs met.

**CONDITIONS OF SERVICE**

The Conditions of Service are set out in the Nugent Handbook.

**Person Specification for Deputy Head Teacher**

All areas assessed through **application form, interview and references.**

**Qualifications**

**Essential:**

* Educated to degree level and a qualified teacher

**Desirable:**

* Substantive post graduate study and/or qualification

**Experience and Knowledge**

**Essential**

* Minimum of three years’ successful leadership in a sole capacity in a specialist environment for learners who present challenging behaviours
* Minimum of three years’ leadership of staff teams delivering academic or welfare provision
* Substantive experience of self-evaluation and action planning procedures.
* Experience of leading Ofsted inspections in a learning environment resulting in at least ‘good’ outcomes.
* A minimum of three years’ experience in managing staff, including all aspects of Human Resource related issues.
* Experience of safeguarding learners in a learning environment
* Experience of working within a multi-agency framework and holistic therapeutic case management and review.
* Experience of managing statutory reviews and PEPs
* Experience of developing curriculum models and timetabling
* Experience in leading IAG provision

**Desirable**

* Experience in developing alternative forms of curriculum and learning experiences

**Skills**

**Essential**

* Excellent interpersonal skills
* An ability to manage a large and varied workload
* An ability to motivate and inspire teams in a drive for improvement
* An ability to use ICT based monitoring systems and produce reports that are both quantitative and qualitative to affect school improvement
* Excellent communication skills, oral and written
* An ability to lead and inspire teams

**Personal Qualities**

* Emotional resilience
* Stamina
* Excellent interpersonal skills
* Warmth and empathy towards young people
* An investor in people