



SPECIALIST SCHOOLS TRUST

JOB DESCRIPTION

**Post Title: Deputy Headteacher, GREAT OAKS SCHOOL
Leadership Payscale
L20 – L24**

Responsible to: Headteacher and Executive Headteacher of Great Oaks School

1. Main Purpose of the Role

The Deputy Headteacher will be a key member of the school leadership team, working closely with the Headteacher to ensure the successful implementation of the school's vision and values at Great Oaks School. As a highly skilled and experienced educational practitioner, the Deputy Headteacher will play a crucial role in driving school improvement, supporting the well-being and professional development of staff, and ensuring the best possible outcomes for the school's diverse student population.

2. Key Responsibilities and Duties

Whole- School Leadership

- If the headteacher is absent, the deputy headteacher will deputise, as directed and supported by the governing board and/ or Executive Headteacher. The deputy headteacher will also be expected to fulfil the professional responsibilities of a headteacher, as set out in the School Teachers' Pay and Conditions Document (STPCD).
- Support the Headteacher to establish and sustain the school's ethos and strategic direction together with the governing board and through consultation with the school community.
- Motivate and work with others to create a shared culture and positive climate.
- Support the Headteacher and SLT in the day-to-day management of the school.
- Work across all Great Oaks School sites as directed by the Headteacher.
- Actively contribute to the Trust Leadership Team contributing to the development and implementation of Trust priorities. Including attending meetings and managing members of the Business Leadership Team

Organisational Management and School Improvement

Under the direction of the headteacher, the deputy headteacher will:

- Support the Headteacher and leadership team in the delivery, evaluation, and effective implementation of the School Improvement Plan, ensuring that strategies are successfully carried out across the school.
- Establish and oversee systems, processes and policies so the school can operate effectively.



- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care.
- Assist in overseeing daily staff cover requirements.
- Manage and support staff with due attention to workload and well-being.
- Ensure rigorous approaches to identifying, managing and mitigating risk.
- Support the Headteacher to manage financial resources appropriately, efficiently and effectively.
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the specific context
- Attend governor meetings and present reports relating to areas of responsibilities
- Support the Business Lead for Human Resources with the management of reception and school-based administration staff, ensuring efficient operations.
- Provide support for on-call cover related to safeguarding and building works as part of a leadership rota, ensuring prompt responses to urgent matters.
- Provide support for students who are dysregulated, using appropriate strategies and interventions to help them regain emotional balance and engage positively with their learning environment.

Teaching and Learning

Work collaboratively with the Assistant Headteachers for Curriculum and Assessment and Post 16 to;

- Regularly monitor and assess the content and effectiveness of the school curriculum.
- Conduct supportive classroom observations and learning walks to foster the continuous development of teaching and learning across the school.
- Oversee the EHCP process to ensure reviews meet high standards, meetings are conducted effectively, and links to IEPs are consistently maintained.
- Develop and maintain effective systems for assessment, recording, and reporting.
- Analyse student data to identify necessary actions and interventions.
- Oversee the Careers team to ensure efficient arrangements for work experience and Preparation for Adulthood lessons for eligible students.
- Ensure a robust Preparation for Adulthood program is in place, with clear curriculum links that support student development in this area.
- Ensure that communication methods and provisions across the school are tailored to meet the needs of all students while adhering to and aligning with school policies and guidelines.
- Oversee and support with school timetabling.
- Teach when required.

Pastoral and Inclusion

Work collaboratively with the Assistant Headteacher for Behaviour and Personalised Learning to;

- Ensure the effective implementation of policies related to pupil behaviour.
- Ensure the school's trauma-informed approach is consistently embedded and followed across all areas, fostering a supportive and understanding environment for students and staff.
- Recognise the importance of the student's role by ensuring their voice and perspective remain central to our practice, advocating for their needs, and fostering an inclusive environment that empowers them to actively participate in their learning journey.
- Shape, develop, and ensure the effective implementation of the school's pastoral provision to support continuous improvement in pupil attitudes, progress, and personal development.

- Organise and deliver appropriate staff training, including leading on Securicare training, to promote consistency in behaviour management practices across the school.
- Prepare and submit funding requests, provision maps, and any additional information required to secure support for individual students from the Local Authority.
- Ensure that students' sensory needs are accurately identified and that appropriate provisions are in place to support their engagement, comfort, and overall well-being.
- Oversee and ensure the effective use of Pupil Premium funding, monitoring its impact on targeted students' progress and development.
- Oversee key transition points, including Year 6 to Year 7, Year 11 to Year 12, and Year 14 to adulthood, ensuring tailored support, effective planning, and collaboration with students, families, and external agencies to facilitate smooth and successful transitions.

Stakeholder Engagement and Communication

- Develop and maintain positive relationships with parents, carers, and the wider school community, ensuring effective communication and collaboration to support pupil learning and wellbeing, under the guidance of the Headteacher.
- Represent the school at local and regional events, actively engaging with the Special School's Deputy Headteacher's group and other professional networks to share best practices and gain insights from colleagues.
- Assist in overseeing the school's communication channels, including the website, newsletters, and social media, to promote the school's achievements, vision, and values, in collaboration with the Headteacher.
- Support the coordination and hosting of regular open mornings, school events, and other activities to celebrate the school's successes and engage the community, working closely with staff and parents.

Performance Management and Compliance

- In collaboration with the Headteacher, lead the Performance Management process for a group of staff, conducting performance management reviews and setting clear targets aligned with the priorities of the School Development Plan.
- Line management responsibility, including all aspects of supervision and performance management, for one of the Business Leadership Team members.
- Carry out investigations, including competency, capability, and disciplinary matters as required.
- Manage staff absence requests and support the wider leadership team to undertake absence management meetings.
- Manage and oversee the school policy review cycle, ensuring all policies are updated and approved in accordance with established procedures.
- Working with the Business Lead for Premises and Estates undertake some delegated responsibility for health and safety, supporting the school in maintaining compliance with all relevant regulations and standards.

Professional Development

- Maintain overall responsibility for Continuous Professional Development across the school.
- Ensure staff have access to appropriate, high standard induction and professional development opportunities

- Keep up to date with developments in education and ensure compliance with the requirements set by the DfE and Southampton Local Authority, integrating relevant updates into school practices through high quality training.
- Foster collaborative work within the trust by coordinating and facilitating joint training opportunities and planning sessions, ensuring shared best practices and consistent professional development across all schools.
- Support the implementation of the Trust Training Hub by promoting its resources, encouraging staff participation, and ensuring alignment with school development priorities to enhance staff skills and expertise across the trust.
- Actively seek training and continuing professional development opportunities to address the specific needs of students with complex special educational needs.

The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned by the Headteacher. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors, and community members.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

January 2025

Person Specification

Criteria		Desirable Criteria
Education & Training	QTS Degree level (or higher) qualification	NPQH Relevant further degree.
Knowledge and Experience	<p>Leadership and Management</p> <ul style="list-style-type: none"> • Proven experience in senior leadership at the level of Assistant Headteacher or higher. • Proven track record of successful leadership and management, with a deep understanding of the needs of pupils with complex learning difficulties, autism, and speech and language difficulties. • A highly skilled practitioner with extensive teaching experience in the Primary phase or Special Needs Setting. • Clear evidence of success in raising standards in teaching, learning, and assessment. • Demonstrated effectiveness in leading and managing change within a school environment. • A track record of working collaboratively and effectively with staff at all levels of experience and responsibility. • A strong understanding of the educational landscape, including current trends, curriculum developments, and policy initiatives. • Demonstrate the ability to plan and deliver presentations effectively to a variety of audiences, including staff, parents, and governors. • Collaborate with the local authority to address funding and provision needs, ensuring resources are allocated effectively to support students <p>Safeguarding</p> <ul style="list-style-type: none"> • Comprehensive knowledge of safeguarding, child protection, and health and safety legislation. • Significant expertise in the role of a Designated Safeguarding Officer. <p>Teaching and Learning</p> <ul style="list-style-type: none"> • In-depth understanding and practical experience in curriculum development and enhancing the quality of teaching and learning. • Strong knowledge of how children learn, with a proven ability to translate this understanding into effective classroom practice. 	<p>Previous Deputy or Headteacher Experience</p> <p>Experience of successful leadership in a special school setting.</p> <p>A strong network within the educational community and the ability to bring external expertise into the school.</p> <p>Experience of teaching in both Primary and Secondary phases.</p>

	<ul style="list-style-type: none"> • A commitment to fostering a genuine love of learning, enabling students to achieve their personal best, and celebrating every step of growth and success along their individual journeys. • A proven ability to inspire enthusiasm and engagement in the classroom. • Strong knowledge of assessment and target-setting strategies to enhance student achievement. • Insight into new technologies and their potential impact on teaching, learning, and school development. • Knowledge of how communication develops and what the necessary resources and aids are to be used, such as visual tools and assistive technology. <p>Pastoral</p> <ul style="list-style-type: none"> • Proven success in building positive and supportive relationships with students and parents, with a deep commitment to supporting students with complex needs and working collaboratively with families to achieve the best outcomes. • A thorough understanding of current pastoral issues and best practices. • Expertise in leading initiatives to enhance online safety. • Extensive experience in pastoral leadership roles, delivering significant and measurable impact. • Proven ability to design, implement, and lead innovative pastoral initiatives. • Knowledge of data analysis to inform decision-making and track student progress. • Familiarity with Ofsted inspection frameworks and processes. 	<p>Experience of Post 16 provision.</p> <p>Understanding of Intensive Interaction.</p> <p>Experience in the use of signing- Signalong, Makaton.</p> <p>Experience of the use of objects of reference and symbols.</p> <p>Knowledge of Emotion Coaching.</p>
<p>Professional Development</p>	<ul style="list-style-type: none"> • Evidence of a continued commitment to professional development, demonstrating a proactive approach to learning and growth. • Experience in actively supporting the professional development of others, fostering a culture of continuous improvement. • Experience in supporting and leading initiatives for students with Special Educational Needs and Disabilities, ensuring inclusive teaching practices and tailored support to meet diverse needs. • Experience in line management of individuals and curriculum areas, including the management of performance and appraisal processes. • Proven experience in mentoring or coaching colleagues to enhance their professional development and practice. 	<p>Successful experience of engagement in research and evidence-based evaluation</p> <p>Further relevant professional studies.</p>

Personal Qualities & Skills	<ul style="list-style-type: none"> • Ability to communicate a clear and inspiring vision, with excellent oral and written communication skills. • Inspire, challenge, motivate, and empower colleagues, students, and the wider school community. • Demonstrate a strategic and creative approach to problem-solving. • Possess highly effective organisational and interpersonal skills. • Support and motivate staff to improve performance, addressing challenges constructively and fostering professional growth. • Uphold high expectations for self and others, modelling excellence in all areas of leadership. • Manage and resolve conflict effectively and constructively. • Ability to develop effective teamwork, contributing with empathy, enthusiasm, and perseverance, whilst also showing a sense of humour. • Demonstrate commitment, reliability, integrity, humility, resilience, flexibility, and tenacity. • Willingness to learn from others and embrace new ideas to foster continuous improvement. • Ambitious with the ability to identify opportunities to make a positive impact and develop professionally. • Evidence of a commitment to equal opportunities and an understanding of their effective implementation within schools. • Maintain a visible presence within the school, overseeing daily operations and contributing to the school's ethos and culture. • Experience in managing, coaching, and collaborating effectively with Assistant Headteachers who hold key whole-school responsibilities. 	
--	---	--

January 2025

The Specialist Education Trust are absolutely committed to safeguarding and promoting the welfare of our learners and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.



Great Oaks School

Summary of Terms & Conditions

Start date: September 2025

Contract Type: Full-time permanent

Place of Work:

Site 1: West Site: Vermont Close, Southampton, SO16 7LT

Site 2: South Site: Green Lane, Southampton SO16 9FQ

Site 3: Bugle House: 53 Bugle Street | Southampton | SO14 2LF

Hours & days of work: Leadership role- normally Monday to Friday, term time. Flexibility required due to the nature of the role.

Salary: Leadership Scale L20-L24

Pension: Membership of the Teacher Pension Scheme for teaching staff

Notice period: As per Conditions of Service for School Teachers – Burgundy Book

Car insurance: Trust employees who use their private vehicles in the course of their duties must be covered with their insurers to cover business liability



Staff Benefits



We provide a thorough induction program for all staff, demonstrating our commitment to ongoing professional development across the Trust. We actively invest in our employees by supporting continuous learning and creating opportunities for career advancement.



We are committed to fostering a culture of collaboration and clear communication, where every contribution is valued, and voices are heard. Leadership and accountability are embraced at all levels, ensuring transparency and a positive approach to challenges.



We are dedicated to supporting the personal health and wellbeing of our staff by providing access to resources, a comfortable break environment with refreshments, and recognition of individual responsibilities beyond work. We maintain high standards of health and safety across all sites and roles, ensure positive communication that respects working hours, and value feedback to drive continuous improvement.

Online GP: Access to phone consultations 24/7, 365 days a year with a GP. Access open referrals and private prescriptions where appropriate.

Employee Assistance Programme: Access to confidential support through Face to Face Counselling, Self- Help Workbooks or 24/7 365 Helpline.

Lifestyle Savings:

All staff have access to offers from over 1000 discounts including the biggest brands, retailers, and leading supermarkets through the Vivup employee platform.

Pension Scheme:

All teachers will automatically be enrolled into the Teachers' Pension Scheme. Contribution bandings are based on actual salary. Contribution rates from 1st April 2024 are as follows:

Annual Salary Rate

Up to £34,289.99
£34,290 to £46,158.99
£46,159 to £54,729.99
£54,730 to £72,534.99
£72,535 to £98,908.99
£98,909 and above

Member contribution Rate

7.4%
8.6%
9.6%
10.2%
11.3%
11.7%

