



Deputy Head, Tram House School

Job Description & Person Specification

BeyondAutism Schools

November 2023

Registered Charity No. 1082599

020 3031 9705

beyondautism.org.uk

 **BeyondAutism**

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About BeyondAutism

We are experts in delivering autism education services from pre-school to 25. BeyondAutism is a non-profit organisation, driving change in the world of autism education to ensure autistic children and young adults access an education which empowers a life full of choice, independence and opportunity. We do this by creating positive educational experiences, training for the professional team around a child, and information, resources and support for families and carers.

Our services:

We deliver rapid and sustained outcomes in our Early Years' service by working with parents and children together. Empowering parents to feel resilient and confident in meeting the needs of their child leads to aspirational, informed choices creating a positive and successful step into primary education.

Our schools and Post-19 service have a specialist curriculum that ensures sustained success beyond the age of 25, setting children and young adults up with the skills and independence to lead a life of their choosing. Children with an EHCP are up to six times more likely to be excluded for a fixed period or permanently than pupils with no special educational needs.¹ The majority of these pupils will have autism alongside other communication and learning difficulties.

We're activating networks and building local capacity with our solution focused Outreach team; and our unique Fast Responder service is working at the point of crisis to change the national picture and reduce school placement breakdown.

Our values

At BeyondAutism we are:

Dedicated to delivering excellence

Developing expertise, outstanding services and positive engagement, always seeking to go above and beyond expectations.

Committed to Behaviour Analysis, underpinned by the science of Applied Behaviour Analysis and Verbal Behaviour

Contributing to research and ensuring our staff continually develop and share best practice that ensure aspirational outcomes are achieved for autistic individuals.

Respectful

Embracing diversity, showing integrity, acting with compassion and always treating people with dignity.

Proud to challenge

Listening, changing thinking, shifting attitudes and educating.

Job overview

BeyondAutism is seeking to appoint a highly motivated and inspirational Deputy Head who has the strategic and operational skill set to join Tram House School's SLT. You will have the experience to oversee the day to day running of the School and Sixth Form and to lead on all matters relating to pastoral care and safeguarding. You will embrace working collaboratively with the SLT and the governing body to deliver on the school's vision to secure the most effective teaching, successful learning and the highest possible levels of pupil achievement and engagement.

What we can offer you

You can find a very rewarding career with BeyondAutism. As well as being part of a team delivering life-changing services, we offer multiple and generous benefits to employees.



Pension scheme *

We offer a competitive pension scheme via salary exchange of 3, 4 or 5% and match your contribution.



Term-time only roles

We have a number of jobs in term time only, perfect for those returning to work after a career break or for parents with young children.



Season ticket loan *

We can loan you the cost of your season ticket, repaid through monthly salary deductions for the period of the season ticket or less. Maximum period 12 months. Maximum loan £5000.



Bicycle loan *

We can loan you the cost of purchasing a bike for the purpose of cycling to work. Up to a maximum value of £1000, repayable over a period of 12 months or less.



Continuing Professional Development (CPD)

Further education opportunities including Masters, RBTs, diplomas and certificates; and opportunities for membership for relevant professional bodies.



Professional Membership fees

Reimbursement of the cost of annual professional membership fee where continued membership registration is a requirement of your role.



Onsite counsellor

One counsellor working across our sites offering confidential 1:1 counselling sessions.



Perkbox

Access to an online perk scheme which gives you your pick of over 200 great discounts and freebies such as a free monthly hot drink from Cafe Nero, discounts on high street shopping and great price cinema tickets.



Employee Assistance Programme

Free access to a 24/7 confidential counselling support, including opportunity for face-to-face support.



Employee Referral Programme

Generous £400 thank you payment when you refer somebody into one of our open vacancies.



Eyecare vouchers

Vouchers to cover the cost of an annual eye examination and single-vision spectacles, if needed.

Benefits marked with (*) are contractual benefits open to staff who have been in post for three months or more.

Leadership of BeyondAutism Schools

Support the Head of School in:

- Providing strong day-to-day management for school staff: Teachers, Behaviour Analysts, support staff and allied health professionals, underpinning a positive, open and supportive performance-based culture, which identifies, promotes, encourages and rewards the highest standards of educational practice at Tram House School. This will include termly moderation of teaching practices across the school.
- The development and operational management of Tram House School's pastoral care. Ensuring that the ethos and environment of the school at all times fulfils the mission of BeyondAutism, to transform the lives of children and young adults through education by achieving the highest standards of educational practice available. A focus will be on maintaining the quality of this support as the roll grows.
- Contributing to the School Improvement and Evaluation for approval by Governors and implementing the objectives within the resources available; monitoring and reporting on the operational performance of pastoral care throughout the whole school across all teams and report back to the Head of School, Director of Education, CEO, the Governing Body and Trustees, as required.
- The process of school self-evaluation with particular reference to the current inspection framework and act upon the results of such evaluation.
- Ensuring that the school has all the necessary policies and procedures as required by the regulators, Trustees and Governors and that these are implemented, regularly reviewed and are effective in meeting the individual needs of the children.
- Exercising executive responsibilities delegated by the Head of School. These include the responsibility to make decisions, to give advice and make recommendations for action, including but not limited to: contributing to the weekly briefing; weekly parent bulletin; academic planner and communication about events. In addition, work with the site management team to maintain and improve the quality of the buildings under Tram House.
- Undertaking any other duties consistent with this role as reasonably directed by the Head of School.

Pupil progress and welfare

As delegated by the Head of School:

- Lead and manage policy development and implementation in relation to pastoral care, welfare of pupils, child protection and safeguarding, ensuring the school is compliant with Department for Education and Independent School Standards.
- Lead and manage the emotional support, pastoral and medical care of pupils and be the named person for Children Looked After.
- As the school's Designated Safeguarding Lead, liaise with appropriate outside agencies as necessary regarding the welfare of pupils and child protection. Oversee the work of the safeguarding and first aid teams.
- As the school's DSL, take lead responsibility for all aspects of online safeguarding and safety, including overseeing and acting on filtering and monitoring reports, safeguarding concerns and checks to filtering and monitoring systems.
- Monitor and manage school wide, and event or visit specific, risk assessments, ensuring adequate mitigation of risk and safety and welfare of pupils is paramount at all times.
- Ensure the highest standards of confidentiality within the Pastoral Team (including the Designated Safeguarding Persons and First Aiders) and the Senior Leadership Team in all matters related to pupil information.
- Maintaining accurate and detailed written records of all aspects of work.
- Ensure that the individual needs, experiences, interests and abilities of each pupil are met, providing the best environment to ensure that each pupil is learning according to a personalised plan and age appropriate PSHE/RSE curriculum, based on best practice in behavioural approaches and developed in accordance with national standards and assessed needs and capabilities.
- Establish an environment of good order and behaviour at BeyondAutism School's, to allow every pupil to maximise the opportunity to develop to their full potential.
- Ensure that the health and care needs of each pupil are assessed and met through effective systems and appropriately trained and qualified staff.
- Monitor the welfare of pupils, helping to prepare reports to the Head of School and Senior Management Team, CEO, Trustees and Governing Body.
- Ensure that appropriate communication and liaison exists with parents and families, education, health and social care organisations and other professionals involved in pupils' welfare.
- Ensure that all staff are recruited according to BeyondAutism policies, conforming to legal disclosure and barring procedures and receive induction training and support to meet the needs of all pupils.
- Ensure that all pupil records and information are stored according to DfE regulations.

About the role

- To co-ordinate and monitor the school day, including drawing up and monitoring staff duties, the deployment of agency staff, supervision of school breaks and the effective management of pupils out of class.

Staff leadership and management

As delegated by the Head of School:

- Support all school staff to fulfil their responsibilities by providing personal and professional development to support the school development plan. Taking on management responsibilities as delegated by the Head of School, including the appraisals of the teaching team.
- Create a climate of support and trust within the school in which everyone feels heard and valued and in which concerns and ideas for improvement can be properly discussed and in which the leadership team is supported in its decisions.
- Ensure that staff resources and all other school resources are effectively and efficiently managed to benefit pupils and that BeyondAutism Schools attracts and retains high quality staff from trainees to specialists. Support staff in their CPD and keep up to date records of staff training.
- Ensure the recruitment, appointment, induction and training of new staff is effective and timely according to the policies of BeyondAutism and according to Safer Recruitment principles.
- Ensure that the management of staff performance is carried out and reported according to BeyondAutism policy.
- Coordinating the investigation of serious incidents, producing written reports and making recommendations about possible disciplinary action to the Head of School.

Parents and external agencies

As delegated by the Head of School

- Promote effective relationships with parents, LAs, DfE, Social Service agencies, transport providers and the community.
- Manage communication and meetings with parents and carers, including routine (EHCP Annual Review meetings, CIN meetings) and exceptional meetings.
- Liaise with the parents and governors for all matters relating to teaching, learning (PSHE) and pupil welfare and progress within the whole school.
- Support the organisation of all parental events, e.g., resource making, curriculum information, open days and other events.
- Develop and maintain strong relationships with parents and support pupils and families in developing life skills and maximum independence in order to access appropriate and fulfilling destinations.
- Develop and maintain links with other schools and FE establishments.

Training and professional development

- Liaise with the Senior Leadership Team and advisers to ensure that induction and other training results in a well-trained expert school staff group.
- Ensure that agency staff are equipped with safeguarding knowledge and understanding and know how to raise concerns.

Resource Management

As delegated by the Head of School:

- Monitor and manage the resources approved by Trustees for the effective operation and maximum benefit of pupils.
- Contribute to the preparation of budgets.
- Ensure the efficient use of financial resources, spending these against priorities agreed by BeyondAutism Senior Management Team and the Governing Body.

The Wider Community

With the Head of School:

- Be an ambassador for the school and charity and represent its interests in an official capacity.
- Maintain professional communication working collaboratively with Local Authorities, Health authorities, the DfE, Ofsted and any other agencies responsible for pupils' and their families' educational and pastoral needs.
- Maintain and develop inclusion opportunities for BeyondAutism School pupils.

As a term of your employment you may be required to undertake various other duties as reasonably required by the Head of School.

What you will bring to the role

We are looking for passionate and dedicated people who want to make a truly positive impact on autistic peoples' lives. Working as part of the Senior Leadership Team you will work to ensure the smooth running of the school.

Identified by:

- Interview (I)
- Application (A)
- Reference (R)

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualified Teacher Status (A) • Additional NASENCo qualification or equivalent or willingness to complete the course within two years (A) 	
Experience	<ul style="list-style-type: none"> • Evidence of successful teaching experience (A/R/I) • Successful experience of working with children and young people with special needs within a mainstream or specialist setting (A/I) • Successful experience of monitoring and evaluating classroom practice and teaching and learning (A/I/R) • Experience of working in an all through provision and/or a secondary and post 16 setting (A/I) • Experience of Ofsted inspection and school self-evaluation processes (A/I) • Successful experience of working with autistic children and young adults (A/I) • Previous experience of leading a school's pastoral strategies and structures to ensure the progress and welfare of every student (A/I/R) • Demonstrable experience of developing and leading the pastoral care of all pupils in a school environment (A/I/R) • Experience managing policy development and implementation in relation to pastoral care, welfare of pupils, child protection and safeguarding (A/I) • Successful senior or middle leadership experience in a school setting (A/I/R) 	<ul style="list-style-type: none"> • Experience of using a Behaviour Analysis approach (A/I) • Experience of managing and delivering a highly personalized and differentiated curriculum (A/I) • Experience of working with a range of associated professionals and external agencies (A/I) • Experience of writing, evaluating and implementing whole school policies (A/I/R) • Experience in leading Education Health and Care Plan meetings as well as Annual Reviews (A/I/R)
Knowledge and skills	<ul style="list-style-type: none"> • An understanding of and commitment to child protection and safeguarding issues and legislation and of the relevant school policies and procedures (A/I) • A knowledge of the National Curriculum and relevant external accreditation and their application to autistic children and young adults (A/I) • A knowledge of current educational legislation, policy and guidance (A/I) • A knowledge and understanding of measures to assess pupil and student progress at all key stages including baseline assessment, Individual Education Plans and other assessment and accreditation programmes for children and young adults with special educational needs (A/I) • An understanding of the main trends and issues in education and pastoral care, with the ability to develop a vision and plan (A/I) 	<ul style="list-style-type: none"> • An understanding of the voluntary, independent or non-maintained sectors (A/I)

What you will bring to the role

	Essential	Desirable
Knowledge and skills	<ul style="list-style-type: none"> • Interpersonal and communication skills to enable successful team working and the development of teaching, support staff and other professionals (R/I) • An understanding of and commitment to the value of inclusive practice and the development of independent life skills for children and young adults with learning difficulties within and beyond the classroom (A/I) • Integrity, strong leadership skills, tact and diplomacy, a willingness to consult others, and the ability to command respect (A/I) • A person of principle, sincerity and integrity who would serve the school with loyalty and commitment (A/I) 	
Abilities	<ul style="list-style-type: none"> • To build and lead multi-professional teams and to be an effective team member and co-worker (A/I/R) • Evidence of ability to gain and maintain the confidence and respect of colleagues, parents, trustees, governors and external partners (R/I) • To communicate with a range of audiences verbally and in writing (A/I/R) • To work effectively under pressure, plan, prioritise and meet deadlines A/I/R) • To understand personal strengths and areas for development in self and others and how this knowledge may impact on practice (I) • The ability to represent, market and be an advocate for the school to external stakeholders (A/I) 	
Equal opportunities	<ul style="list-style-type: none"> • A proven commitment to the principles and the practice of the promotion of equality of access and opportunity for all children and adults irrespective of ability, race, gender, gender orientation, religion or class and to the removal of barriers to achieving equal access and to maximising potential (A/I) 	

Job information

SALARY SCALE:	£56,100 to £61,004
HOURS:	37.5 hours per week
ACCOUNTABLE TO:	Head of School
LOCATION(S):	Tram House School, 520 Garratt Lane, London, SW17 0NY Tram House Sixth Form, 140 Woking Close, SW15 5LD
PROBATIONARY PERIOD:	Six months
HOLIDAY:	The school year for pupils is approximately 39- 40 weeks. The Deputy Head's holiday entitlement will be taken outside the six school half terms as approved by the Governing Body. Some working time within school holiday periods will be required as directed by the Head of School.
HOW TO APPLY:	If you're interested in applying for the role, please complete an application form online or send to recruitment@beyondautism.org.uk .

If you would like to know more or ask a question please email recruitment@beyondautism.org.uk.

BeyondAutism is proud to be an equal opportunity workplace. We are committed to equal employment opportunity regardless of ethnicity, religion, sex, sexual orientation, age, marital status, disability or gender identity.

BeyondAutism is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced disclosure will be conducted for the successful applicant.

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