

ST JOSEPH'S SPECIALIST TRUST

Job Profile

Deputy Director of Therapies

Name:

Date:

Job Context:

St. Joseph's Specialist Trust is a specialist school and college, registered children's home and adult supported living function (together "St Joseph's" / the "Trust") with approximately seventy students and tenants. It has a staff of around 250.

This job profile recognises the requirements of the Trust's current Pay Policy and reflects the vision, aims and policies established by the Trustees.

Job Purpose:

To provide professional leadership in the therapy department and ensure high quality support to the Education & Therapy Department for all its students to improve standards of learning and achievement. To support the Director of Therapies in the smooth and successful running of the therapy department through strategic and operational management of that department and contributing to the management of other aspects of the school that impact on therapeutic provision.

Accountable to: The Director of Therapies and the Executive Principal

Accountable for: All personnel in the Therapy Department

Key tasks and responsibilities

Core functions

1. Strategic leadership and Management

Working with the Director of Therapies to create and deliver a shared, corporate strategic vision, which motivates and inspires students, staff, governors, trustees and all members of the school community is critical to leadership in the Therapy Department. The vision should be underpinned by shared values, spiritual and moral purpose and principles of sustainability. It should drive the strategic plan and subsequent actions to secure continuous improvement and quality outcomes for all students.

RESOURCES:

- Ensure the department makes the best possible use of resources through effective planning, considering all financial and other resource implications

MANAGEMENT

- Support the Director of Therapies in the self-evaluation of the school therapy service.
- Take Leadership & Management responsibility for the therapy department in the absence of the Director of Therapy. Fulfil the aims and targets of the sections of the School Development Improvement Plan for which the role holds responsibility. Prepare action plans and monitor progress. Report to the Governors on progress as required
- Devise and as applicable lead professional development.
- Understand the implications of government policies and educational trends and developments particularly with regards to SEN
- Plan for and implement new initiatives
- Take an active role in co-ordinating and managing the relationship of the interested parties and agencies involved in delivering extended school and outreach services
- Develop supportive relationships with students, staff, governors, families and other stakeholders to secure support for the Trust and its aims

2. Leading Learning and Teaching

- With the whole school workforce, school leaders and managers play a central role in raising standards of learning and teaching. School leaders and managers have a responsibility to set high expectations, create the conditions for effective learning and teaching to flourish and to evaluate the effectiveness of learning outcomes by tracking student progress socially and academically, qualitatively and quantitatively. Leaders and managers acknowledge the high status, value and importance of learning and teaching in creating a culture that enables students to become effective, enthusiastic and as independent as possible for the rest of their lives.
- Leading and managing therapy observations analysis & feedback

3. Leading the organisation

- Support the Director of Therapies in managing and devolving the therapy budget including monitoring spending of this

- Leaders and managers should ensure that the department, with the people and resources in it, are organised and managed to provide an efficient, effective and safe learning environment. Using self-evaluation and problem-solving approaches, school leaders and managers should also seek to improve organisational structures and functions so the school remains fit for purpose and able to change to meet future needs. Leaders and managers should build successful organisations by working collaboratively with others, building capacity across the whole workforce and ensuring resources are effectively and efficiently deployed. Leaders and managers also recognise that all colleagues need to be sensitive to, and plan for, changes in the referrals the school receives and is likely to receive in the future.
- To support the Director of Therapies in service development and to ensure it is run according to agreed schedules/timetables
- Support the Director of Therapies in developing evaluation processes and collecting data to update termly as directed by The Executive Principal
- With the Director of Therapies, review school literature & update as necessary

4. Leading people

- As department leaders and managers work with and through others, building and sustaining effective relationships and communication strategies are important.
- Leaders and managers seek to improve their own performance through professional development and by enabling others to develop and improve by creating a professional learning culture within the department.
- Through performance management and effective professional development practice, leaders and managers support all staff to achieve high standards, taking account of issues surrounding work-life balance and recognise and value all staff.
- To support those aspects of the development of the Children's Home that are appropriate in relation to the waking day curriculum teams in the school.
- With the Director of Therapies, develop & monitor any specialist area as appropriate to ensure they fulfil their role effectively.
- With the Director of Therapies, develop and monitor the Therapy Pathway Leaders to ensure that they fulfil their role effectively
- Support the monitoring, training, mentoring, coaching and assessing NQP's as necessary

5. Leading in the Community

- With schools at the centre of their communities, school leadership and management has a crucial role to play in working with the community and other services to improve outcomes for, and the wellbeing of, all students.
- Placing families at the centre of services, school leaders and managers should work with others to tackle all the barriers to learning, health and happiness of every child.
- School leaders and managers share responsibility for the leadership of the wider educational system and should be aware that school improvement, community development and community cohesion are interdependent.
- St. Joseph's recognises that its 'community' may differ somewhat from a maintained community school.
- Support the Director of Therapies to ensure students, families & all other stakeholder views are sought & acted upon as necessary
- Work within the statutory guidance on the Prevent Duty and have due regard to the need to prevent students from being drawn into terrorism.

NB: This list is not exhaustive and includes any other tasks to fulfil the post

This job profile is drawn up in the light of the following statement:

'The role of Deputy Director of Therapies is much valued within St Joseph's Specialist Trust'

"St Joseph's Specialist Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment".

Signature:
Deputy Director of Therapies **Executive Principal**

Date: