General Duties

- Assist and be part of the leadership team who lead in the day to day running of the school.
- Deputise effectively for the Head of Campus and Assistant Head teachers when required to do so.
- Assist the leadership and Governors in determining and managing a secondary curriculum, in accordance with the abilities and needs of the students.
- Actively work with staff members to raise standards of achievement and attainment, promoting high quality teaching and learning.
- Strategically use the range of school assessment data to drive standards forward.
- Be involved in the organisation, planning and delivery of outstanding collective worship.
- Foster the development of a positive and Christian ethos for academic and social learning.
- Display a high standard of professional behaviour and integrity at all times.
- Develop and promote a partnership with parents which recognises the worth of their contribution to their child’s education.
- Contribute to establishing the core values of the school’s leadership team and exemplify this in daily practice.
- Contribute to the formulation of the aims and objectives of the secondary phase of the school, its policies and ethos for their implementation.
- To assist in the formulation, monitoring and review of the school improvement plan.
- To maintain high standards of behaviour and discipline for students, including regular contact with parents.
- To ensure that equality of opportunity is developed positively and sensitively.
- To assist in creating a safe and secure environment for all who work and learn at the school.
- Create an open, leadership and management style that encourages positive communication and good team relationships within the school and also with Governors, parents, the parish and the wider community, the Southwark Diocesan Board of Education, and the local Education authority.
- Provide professional leadership for the school, alongside others, which secures its success and improvement, ensuring high quality education for all its students.
- Be part of the strategic leadership team in driving improvements in teaching and learning especially in our secondary phases, setting appropriate expectations for staff and students.
- To work collaboratively with all stakeholders, including updating and liaising with office staff, website manager and HSLW regarding events/matters relating to the curriculum.
- To maintain a high level of professionalism and confidentiality inside and outside the workplace at all times.
- To line manage teachers within the C&S Faculty.
- To QA teaching and learning within the C&S Faculty and other faculties.
Leading and Managing Staff (Specific duties for C&S Faculty)

You will be expected to:

- Help lead the staff in the successful implementation of new initiatives in education.
- Establish school systems for the secondary phase that are consistent and embedded throughout.
- Take responsibility for the monitoring and development of agreed areas of curriculum.
- Provide constructive and progressive guidance and support to all staff.
- Help participate in the recruitment of staff, as appropriate.
- Provide line management for teachers and support staff.
- Support and lead on mentoring of NQTs and other ITT programs.
- Supporting staff in developing their practice through reflection.
- To work closely with the Assistant Head teachers for Quality Assurance to support new staff induction and identify training needs for any staff member in the school.
- To be part of an effective leadership and management structure for the school that constantly supports the values and vision of the Federation.
- To work collaboratively with the whole leadership team to ensure successful transition from the end of Key Stage 2 through to 5.
- To support teachers and further develop the quality of teaching by providing demonstrations and team teaching.

Curriculum

You will be expected to:

- Lead the developments, review and implementation of the curriculum of subjects. This includes devising schemes of works and supporting other staff members to write schemes of work.
- Quality assure and monitor the quality of the schemes of work.
- Ensure there is a broad and balanced curriculum designed across the secondary phases.
- Maintain awareness of current trends and developments in the curriculum, and briefing other senior leaders and governors accordingly.
- To support the strategic leadership team with the preparation and organisation of the external tests and the internal teacher assessments.
- To support the strategic leadership in preparation for visits from local authority, SDBE inspectors and Ofsted.

Accountability

You will be expected to:

- Take responsibility for data analysis in your areas of curriculum responsibility and work with the leadership team and staff to ensure accurate target setting to inform School Improvement Plan priorities.
- Assist in the monitoring and evaluation of school policies and practice.
- Assume responsibility for agreed management tasks in negotiation with the Head of Campus, e.g. school development plan, professional development, policies, curriculum review, appraisal, induction programmes for new staff and students.
- Ensure information, advice and support is provided to parents/carers about their child’s progress and development.

Resource Management

- To order and monitor resources, within the delegated budget allocation for the C&S Faculty.
- To co-ordinate the appropriate and effective allocation of school resources within the C&S Faculty.
- To maintain the high standards of resources available to deliver high quality lessons.
- Ensure the maintenance of a structured environment for effective teaching and learning, for good behaviour and for students’ personal development.
Community
You will be expected to:

- Develop and enhance our good relations and work with our federation primary phases, the local authority and the Southwark Diocesan Board of Education.
- Develop and maintain excellent relationships with parents, our other school sites, the local community and parish.
- Develop effective relationships with the Governing Body, provide information and attend meetings as appropriate.
- Develop and maintain links with LA Advisors and Officers and other external agencies.
- Foster links with local schools to ensure continuity and ease of transition, to build on the school’s excellent practice.
- Participate in school, LA and national initiatives to enrich and broaden children’s opportunities.
- Work with the Co-Head Teachers and other school leaders in the federation to build successful links that support and improve the education in both schools.
- Work with other schools in the Charlton cluster, AGAS (Alliance of Greenwich Anglican Schools) local authority and diocese.

As well as these duties and responsibilities you will:

- Maintain a teaching commitment for 10-16 hours a week.
- Work collaboratively and effectively with colleagues to ensure the harmonious and smooth daily running of the school.
- Help foster and nurture the Christian faith and ethos within the school.
- Be responsible, along with the other senior leaders, for the daily running of the school if all members of Strategic Leadership Team are unavailable.
- Undertake such duties as are delegated by the Head of Campus or the Federation Co-Headteachers.