

Job description

Job title: Deputy Headteacher Standards and Curriculum

Salary: L19-23

Contract type: Full time permanent

Reporting to: Headteacher

Accountable for: Standards of Achievement and the design and delivery of an appropriate Curriculum

Main purpose

Our aim is to establish a truly great school, where outcomes for students place it in the top 20% of schools nationally. The role of the deputy headteacher, under the direction of the headteacher is:

- To ensure that achievement rises across all subjects due to effective analysis of student performance and through the delivery of an appropriate and inspiring curriculum
- To provide dynamic and professional leadership and management of the school
- To develop, communicate and deliver the strategic vision for the school
- To manage staff and resources effectively
- To deputise for the Headteacher when and wherever appropriate.

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).

Duties and responsibilities

The duties outlined in this job description are in addition to those covered by the latest Teachers' Pay and Conditions Document. It may be modified by the Headteacher with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Key Tasks (role specific)

Under the direction of the Headteacher:

1. Analyse school performance and put in place plans to raise achievement for all students
2. Provide an appropriate curriculum that inspires students and prepares them for a successful life after school.
3. Oversee the production and implementation of the school's timetable
4. Create, implement and monitor strategic plans that lead to school improvement
5. Provide reports to the Leadership Team, Governors and external bodies on areas of responsibility

Key tasks - all leaders (Under the direction of the Headteacher)

1. To lead by example, to be proactive, solution focused and a team player
2. To share and model the school's vision and values in everyday work and practice
3. To demonstrate a passionate commitment to the school, its pupils, staff, parents, carers and community
4. To know and support the staff that you lead
5. To effectively line manage leaders and teams as identified by the Headteacher, embed ambition, drive improvement, quality assure their work and share accountability for their effectiveness
6. To oversee and lead specific elements of the school improvement strategy as defined by the Headteacher
7. To develop, implement and review simple systems, that work with staff to drive school improvement
8. To embed learning and teaching strategies and raise achievement
9. Provide a safe, calm and well-ordered environment for all pupils and staff, focused on developing exemplary behaviour
10. To contribute to our rigorous and on-going self-evaluation
11. To support with the day-to-day management of the school
12. To keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally
13. To seek training and continuing professional development to meet own needs
14. To hold all staff accountable for their professional conduct and practice
15. To appraise the performance of staff as directed by the Headteacher
16. To establish a culture of 'open classrooms' as a basis for sharing best practice
17. To safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

This job description sets out the responsibilities of the post at the time it was drawn up. Such responsibilities may vary from time to time without changing the general character of the post or the level of responsibility entailed. Variations are a common occurrence and do not in themselves constitute additional responsibilities.

This job description will be used as a basis for appraisal. It will be reviewed annually or at any other time by agreement between the teacher and the Head Teacher.

Performance in this role will be the basis of references supplied in the support of applications made for other appointments.

Duty of Care

Within College each member of staff has a duty of care to themselves and others. Circumstances are likely to arise where staff are required to physically intervene to ensure the safety of themselves or others. Staff should not intervene where they may put themselves at risk. Educational programmes requiring physical interventions are carefully designed by teachers in collaboration with appropriate professionals in keeping with College and local education authority policy.

This post is subject to enhanced DBS checks