**JOB DESCRIPTION**

**JOB TITLE:**  Deputy Headteacher – (Teaching and Learning, Curriculum and Assessment)

**GRADE:** Leadership scale

**RESPONSIBLE TO:** Governors, Headteacher

**JOB PURPOSE:**

To ensure high quality education for all with a continual improvement in standards of:

* Leadership and Management
* Teaching and learning and progress
* Assessment, achievement and attainment
* Behaviour and welfare.
* Other school priorities as identified within Deputy Headteacher role

To contribute to the development, review and extension of the distinct ethos and identity of the school: its vision, aims and objectives through strategic leadership and direction.

To assist in formulating policy, guidance and direction to assist in the structures and systems to ensure the smooth organisation and day to day leadership and management of the school.

To support school improvement plans and self evaluation reporting.

To undertake professional duties and responsibilities of the Headteacher in the event of their absence, working alongside the Deputy Headteacher with pastoral and student welfare responsibility.

To carry out professional duties expected of a deputy teacher as per current schoolteachers Pay and Conditions Documentation.

**DIRECTLY RESPONSIBLE FOR:**

* Whole school curriculum: its content and development, organisation, timetabling at each phase of school
* Whole school teaching and learning, organisation, timetabling at each phase of school
* Whole school progress data, tracking, assessment, achievement and attainment at each phase of school
* Whole school accreditation
* Whole school monitoring and evaluation of the above inc. observation
* Whole school reporting; annual review and target setting procedures, including individual educational planning.
* Over view of educational visits and residentials
* Any other aspects linked directly to teaching, learning and progress as requested

To have joint responsibility with the Pastoral Deputy Headteacher for:

* Day to day school management and strategic leadership
* Senior leadership functions as an active participant
* Hierarchical line management and leadership of all school staff
* Performance Appraisal as reviewer for identified individual/groups of staff
* Resource management
* Staffing deployment inc. organising cover internally and with external supply
* Over viewing behaviour management
* Whole school professional development and training
* Policy development, review and revision
* Links and liaison with other professionals, community, business and education establishment
* Teaching commitments as required
* Any other aspects linked to joint responsibilities as Deputy Headteacher

**PRINCIPAL DUTIES:**

**Ethos and vision –**

* Contribute significantly to, and supporting the school ethos, vision and overall ‘mission’. By setting a positive example and role model for all staff and students to follow and playing a full and active part within the school community.
* Support and promote actively the school and its corporate policies in all arenas.
* Support the school in meeting any statutory requirements.

**Strategic/operational planning –**

* To be an active member of the senior management team of the school
* To work with the HT and SLT to develop, implement, monitor, review and evaluate the school Improvement Plan and School Self Evaluation documentation.
* Provide information and reports, objective advice and support to the HT, SLT and Governing Body as required.
* To develop, implement and review whole school policy, guidance and procedures.
* To lead on the development of an appropriate timetable, curriculum, resources, schemes of work, assessment, and teaching and learning strategies in order to provide breadth, balance, coherence and relevance in order to meet the needs of the individual students.
* To work jointly with the HT and SLT to ensure the efficient and effective deployment of resources including budget spending.
* Support the HT in ensuring all involved with the school are committed to its vision, aims, and objectives and are accountable to securing success; leading by example and providing a positive demeanour that inspires and motivates others.

**Teaching and learning –**

* To be prepared to undertake an appropriate teaching commitment and for the leadership of a specific curriculum area as may be required or directed by the HT in order to support the overall teaching and learning of students.
* To work jointly with the HT and SLT to plan, timetable, organise, monitor and evaluate the whole school curriculum to ensure **all** students have access to broad, balanced, progressive and relevant teaching and learning opportunities.
* To lead curriculum development and innovation.
* To monitor and evaluate the quality of teaching and the quality of learning as part of responsibilities associated with performance appraisal and curriculum development and set targets for improvement.
* To monitor and evaluate student progress and achievement through effective systems of assessment, recording and reporting.
* To maintain an overview of inclusive links with other educational establishments and collaborative community links.
* To ensure opportunities are given to promote spiritual, moral, social and cultural development and British Values.
* To maintain an overview in relation to extended opportunities both within and outside of the school day.
* To keep abreast of local, national and international developments as they relate to school.
* To maintain an overview of educational visits.

**Staffing and resources –**

* To assist the HT and Governing Body to recruit and retain high quality staff and to participate in any interview process as required.
* To work with the HT and SLT to deploy all staff effectively to ensure the quality of teaching and learning standards continually improve for all students.
* To support the HT and SLT to ensure that the professional expectations and conditions of employment of all staff are fulfilled.
* To implement performance appraisal arrangements in line with national, local and school policy and guidance.
* To be prepared to lead and encourage the continual professional development of all staff through the example of taking responsibility for your own CPD
* To assist the HT and SLT to ensure that trainee and NQT’s are appropriately trained, monitored, supported and assessed in relation to the standards for QTS and induction.
* To assist and advise the HT and Governing Body of potential priorities for expenditure.
* To manage, monitor and review the range, quality and quantity and useage of all available resources to meet the educational, social, personal and welfare needs of all students and staff.
* To assist the HT/SLT and Site staff to manage and organise the premises and external environment efficiently and effectively to meet the educational, social, personal and welfare needs of all students and staff,; whilst maintaining standards relating to health and safety regulations.
* To ensure appropriate cover arrangements are maintained within a particular key
* To plan organise and review jointly with SLT the whole school lunchtime arrangements and supervision.

**Pastoral –**

* To support the Pastoral HT to manage staff to ensure effective pastoral and mentoring systems are in place to meet the needs of and support all students.
* To support the Pastoral HT to ensure regular contact and liaison with parents and families of students.
* To ensure regular contact with other professionals and colleagues involved with students.
* To support the Pastoral HT to ensure any policies and guidance relating to pastoral support and behaviour support are implemented and followed appropriately.
* To ensure all appropriate safeguarding procedures are maintained.

**Quality assurance and evaluation –**

* To support the HT/SLT/Governors to monitor, evaluate and review SIP targets and take subsequent action as required.
* To support the HT/SLT/Governors to monitor, evaluate and review policies and guidance material as required.
* To support the HT/SLT/Governors to monitor, evaluate and review school self evaluation schedules as required.
* To support the HT/SLT/Governors to monitor, evaluate and review budget priorities as required.
* To have oversight of and monitor, evaluate and review specific subject areas of the curriculum as required to support subject co-ordinators
* To monitor, evaluate and review student performance and progress data and support teachers to set challenging targets; reporting to HT/Governors.
* To participate in lesson observations.

**Communication and liaison –**

* Develop and maintain effective working relationships with all staff and stakeholders within the school community.
* Develop and maintain effective partnerships and relationships with parents/carers and families.
* Develop and maintain effective partnerships and relationships with the wider community including business/ industry and charitable organisations.
* Liaise with other schools, colleges and educational establishments to develop inclusive opportunities or to support transition arrangements for students.
* Be prepared to chair reviews, case conferences and other meetings as required.
* Be prepared to contribute to the Governing Body reports and to attend and contribute to Governing Body meetings as required.
* Support the school in ensuring that students, parents/carers and families are well informed about the school, its aims, targets for improvement, the curriculum, student attainment, achievement, progress etc.
* Present and report on material to account for the schools performance overall to a range of audiences including inspection.
* Contribute to communication, information giving and liaison events and activities as required.

**Management information-**

* Be open and explicit at all times as to the high expectations and challenge of the school, its staff and its students.
* Keep abreast of and use national, local and school data and evidence and research to promote whole school improvement.
* Provide information to support school self evaluation.
* To assist in the analysis, use of and evaluation of student performance/progress data
* Provide information to account for one’s actions, time and the efficiency and effectiveness of any delegated areas of responsibility as required.

**OTHER DUTIES AND RESPONSIBILITIES:-**

As reasonably requested by the HT and those related to national leadership standards and STP&C documentation.

**Autumn term 2017**