

Role Description: Deputy Headteacher(Curriculum)

- Assist the Head Teacher in providing professional leadership and management skills for St. Andrew's International High School (SAIntS) in all areas, but particularly the curriculum.
- Help secure SAIIntS success and improvement, ensuring high quality education for all the pupils and improved standards of learning and achievement.
- Support and contribute to the vision, leadership and strategic direction for the development of the school.

General Administration

- Pro-active Member of Senior Leadership Team
- Taking charge of the school with the Deputy Head (Welfare) during the absence of the Head Teacher
- Overview and co-ordination of external and internal examinations
- Line manager of Assistant Headteacher (curriculum)
- Line Manager for senior administrator(s)
- Presenting Assemblies
- Assisting with arrangements for Speech Day, End of Term Assemblies
- Co-ordination of Heads of Faculty activities and priorities

Students

- Maintaining an overview of all students' progress including key sub-groups.
- Through delegation and monitoring secure and sustain high quality of teaching and learning throughout the school.
- Responsible for internal examinations

Teaching Staff

- Overseeing Departmental standards and the use of target setting
- Departmental/Faculty annual review and development plans with the Head Teacher
- Overseeing academic standards
- Appraisal of allocated staff
- Lead, motivate, support, challenge and develop staff to secure school improvement
- Assisting in the efficient deployment of staff and resources
- Work with specific Heads of Department on departmental development plans
- Lesson observations and feedback to staff
- Ensuring all staff adhere to all school policies

Curriculum & Academic Organisation

- Leading a continuous evaluation and development of the Curriculum, 11-18
- Overseeing student assessment and reporting
- Constructing the school time-table with Nova T-6 or similar
- Providing advice on staffing requirements

Governing Body

- Attending and contributing during governor committee meetings
- Attending occasional full governor meetings