

Deputy Headteacher (Curriculum, Teaching and Learning)

Specific Responsibilities

The Deputy Headteacher will work closely with the newly appointed Assistant Headteacher to fulfil a combination of the three key areas below with the balance of tasks based on the skills and experience of the successful candidate. Discussions over individual strengths will form part of the selection process and will be determined on appointment.

1. Curriculum Planning and Implementation

To organise and development the school curriculum, ensuring that intent, implementation and impact are fit for purpose. To plan and construct the school timetable.

To coordinate whole school activities and rearranged timetables for events.

To be responsible for initial setting arrangements and the coordination of set changes with departments.

2. Assessment, Recording, Reporting

To manage the analysis and distribution of internal and external data relating to pupil progress, including all aspects of target setting, monitoring and progress tracking of pupils in all year groups.

To oversee the development of Assessment Manager / Profiles / SISRA to provide clear and useful reports to parents, governors and other stakeholders.

To provide reports to monitor and evaluate pupil progress at year group and individual level.

3. Teaching and Learning

To oversee the development and effectiveness of Teaching & Learning, including planning, coordinating and contributing to CPD activities within school, managing the CPD budget and coordinating applications for external courses

To be responsible for initial teacher training, newly qualified teachers and to enhance classroom performance for all staff. To explore research evidence to support staff in their understanding of highly effective pedagogy and, in doing so, improve outcomes for all pupils.

To develop and oversee the appraisal process, including that of support staff, to coordinate the quality assurance systems within school and to ensure that school leaders are confident in observing lessons as well as giving constructive feedback.

Plus all of the responsibilities below.

Leadership Team Responsibilities

To attend all Senior Leadership Team meetings.

To chair the Curriculum Leader meetings.

To contribute to whole school self-evaluation and school policies, acting as SLT link with named departments and year groups, undertaking learning walks and lesson observations.

To attend and provide briefings for relevant Governors' Meetings, particularly the Curriculum & Standards and Finance & Staffing Committees.

To liaise with the finance manager on issues such as staffing and capitation.

To assist with lunchtime duties, whole school and PTFA events and represent the school at Crossroads Masses.

To organise Celebration Evening.

Line Management and Internal Liaison

To line manage Curriculum Leaders and other staff in link departments as per the whole school structure.

To line manage administrative staff in the completion of internally required information relating to assessment data providing returns as required by key outside agencies such as the DfE, the Local Authority and the Diocese.

To line manage cover supervisors in relation to their cover work.

To approve absence requests from colleagues and liaise with the Cover Manager.

To work with the Examinations Officer and Curriculum Leaders to ensure the smooth running of all aspects relating to internal and external examinations.

Communication with Staff and Parents / Carers

To speak to or meet with parents / carers of children regarding curriculum and setting matters.

To lead meetings and presentations on curriculum matters, including options talks and the Year 11 "Year Ahead" meeting.

Liaison with Outside Agencies

To monitor external websites such as Ofsted, DfE, Ofqual and FFT to keep up to date with local and national developments and to disseminate information to relevant staff as appropriate.

Extra-Curricular

St Augustine's School Leadership Team traditionally takes a proactive role in supporting the rich extra-curricular life of our school. The SLT is always represented at PTFA meetings and events throughout the year. We would expect any new member of our SLT to share this enjoyable commitment with us. There is also a division of labour within the SLT in terms of organising specific events.