

## JOB DESCRIPTION – DEPUTY HEAD (CURRICULUM)

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Accountable to: Headmaster.

All teachers are subject to the "School Teachers' Pay and Conditions Document". This Job Description should be read in conjunction with that document and the threshold standards. Job Descriptions are subject to annual review and specific responsibilities will change to take account of the School development plan and the professional development of staff.

All teachers promote the School ethos and health and safety and contribute to continuous school improvement.

The general responsibilities of the Senior Leadership Team (SLT) are to:

- develop and pursue a vision for outstanding learning and teaching in a 21<sup>st</sup> century selective day and boarding school
- lead and manage staff and pupils (by their fine example) to achieve that vision
- manage the resources of the school to achieve the vision
- monitor and evaluate progress of the pursuit of this vision
- contribute to the efficient and controlled day to day running of the school
- develop an atmosphere within the school that enables everyone in the community to feel involved and allows them to thrive, both inside and outside the classroom, and engender positive working relationships between all members of the school community
- invite, encourage and praise innovation
- organise and support whole school events

Reporting to the Headmaster, but also linking closely with other members of the Senior Leadership Team, the Deputy Head (Curriculum) will be expected to:

### ***General responsibilities***

- Contribute to and shape the strategic intention of the school, through work with the Headmaster and Governing Body
- Keep up-to-date with major developments in education and develop specific expertise as appropriate
- Attend and advise meetings of the Governing Body and its committees as required
- Take responsibility for some school policies, publications and bids
- Contribute to school self-evaluation, improvement planning and Ofsted preparation
- Assist with staff selection, appointments and induction
- Undertake the professional duties of the Headmaster in the event of his absence from the school, as agreed and shared with other members of the SLT
- Undertake any reasonable professional duties delegated to him/her by the Headmaster

### ***Specific oversight throughout the year (see 'Key schedule of deadlines and responsibilities' below)***

- Manage the annual school reports to Years 7 to U6th at agreed dates
- In liaison with Head of PSHE, manage off-timetable days for all year-groups, including the annual Activities Week
- Lead the running of the Teaching and Learning Group
- Paired reading scheme – liaise with English Department to run it
- Line manage HODs + termly HOD meetings
- Induction tutor for ECTs
- Involvement in interviews for new teachers and some support staff
- Manage the school calendar (weekly meetings) and weekly teacher briefings
- Schedule of full school assemblies

- Schedule for school reports, grades, etc.
- Maintain and update databases spreadsheets (Challoner Trophy calculations)
- Coordinate agendas for PD days
- Oversee *SurveyMonkey* for annual staff survey and other surveys
- Staff Handbook – act as main editor

#### ***Curriculum/Teaching and Learning responsibilities***

- oversee the curriculum structure and timetable, including working with Heads of Department in the allocation of teaching responsibilities and teaching loads, as well as GCSE and Sixth Form option blocks (A Levels and AS Levels)
- identify possible weakness in the curriculum, particularly regarding the cost of the curriculum and to act, where agreed with the Headmaster, on managing such weaknesses
- through discussions with Heads of Department, and by monitoring national developments, oversee both the pathways and the provision of the curriculum at all three key stages

#### ***Curriculum delivery responsibilities***

- lead and improve learning and teaching, through rigorous processes of monitoring and evaluation, as well as providing a significant input into CPD to develop our learning and teaching
- act as a performance management team leader and assist in supporting and monitoring curriculum areas through lesson observations, learning walks, etc. (with contributions to the training and professional development of staff as appropriate)

#### ***Curriculum monitoring and reporting responsibilities***

- establish monitoring systems that enable evaluation of the school's vision, both through the Heads of Department, but also through other teaching staff
- support the SLT, Heads of House, Heads of Department and all teaching staff to ensure the provision of data for tracking, intervention and target setting, in order to improve educational outcomes, including continual liaison with ICT support staff to ensure the database continues to provide the rich flow of information to stakeholders
- be responsible for our processes of assessment, recording and reporting, including school examination weeks, public examination data and internal school performance data (half-term grades, predictions, targets).

**This Job Description is not exhaustive and the postholder will be expected to undertake any other duties as reasonably requested by the Headmaster.**

**Salary: Leadership range pay L15-L20**

**Starting: Easter 2024 (to job share for one term with current post-holder)**

**Closing date for applications: 12 noon on Monday 13<sup>th</sup> November 2023**



### ***Key schedule of deadlines and responsibilities***

*This lists the current post-holder's annual cycle of key activities.*

*We expect this to evolve under the new post-holder*

#### **SEPTEMBER:**

Manage changes of subject between art/music/further maths and EPQ for individual students in U6

Meet all HODs to discuss annual reports, set targets, review public exam results, etc.

Merge UCAS comments from subject teachers

#### **OCTOBER:**

Set targets for Lower Sixth October half-term grades

Update Sixth Form curriculum and associated brochure

#### **NOVEMBER:**

Issue target grades to Y10

Manage off-timetable sessions for Dixon Cup day and Year 11 after mocks

Oversee GCSE mock exams week

#### **DECEMBER:**

Monitor GCSE mock results and December half-term grades

#### **JANUARY:**

Oversee Sixth Form exam week (includes proofing exam papers)

#### **FEBRUARY:**

Public exam disapplications

Issue progression at risk letters (Y11, L6th)

February half-term grades

Manage GCSE options process

Create staff curriculum plan for the following year

#### **MARCH:**

Assist with managing Sixth Form applications process

#### **APRIL:**

April half-term grades

Manage off-timetable sessions for House Rugby 7s days

#### **MAY:**

Manage school exam week (including proofing exam papers)

#### **JUNE:**

Issue end of year school exam results

Issue progression at risk letter (Y10)

#### **JULY:**

Issue UCAS predicted grades

Manage prize-giving prizes

Create school calendar for the coming year (including wall planners)

Organise Activities Week

#### **AUGUST:**

Process public examination results (for discussion with SLT on day of publication to schools)