**St Bartholomew’s School**



**Post: Deputy Headteacher: Curriculum & Achievement**

**Responsible to: Headteacher**

**Pay Scale: Leadership L21-25**

***Precise responsibilities and final job description to be agreed upon appointment with successful postholder.***

**Job Purpose:**

* To assist the Headteacher in providing leadership of the school.
* To ensure that an appropriate and challenging curriculum is planned and delivered to each student, to allow them to achieve their full potential.
* To ensure the school is inclusive and that all students have the opportunity to reach the highest possible standards.
* To provide leadership to ensure that all faculties are led well and deliver a curriculum and appropriate intervention for students to achieve.
* To lead on and develop curriculum partnerships with other schools, colleges and organisations.
* To provide leadership in the analysis and utilisation of assessment, monitoring and examination data to raise standards and support students.
* To promote and maintain high standards of behaviour throughout the school.

**Principal responsibilities:**

1. As and when necessary, to deputise for the Co-Headteacher and to assume overall responsibility for the efficient administration of the school.

2. The efficient administration of the school on a daily basis. This includes:

1. Managing the production and implementation of the school timetable.
2. Advising the Headteacher on staffing requirements.
3. Acting as the Schools Education Visits Coordinator.
4. Oversight and organisation of staff duty rotas.
5. Management of the Exams Department.
6. Creation and publication of the termly and annual school calendar.
7. Oversight of out-of-classroom activities.
8. Oversight of the Personal Development Programme (PDP).
9. Oversight of the Careers provision.
10. Oversight of the Duke of Edinburgh Provision.
11. Oversight of the Home Education/Education Offsite provision.

3. Promoting, supporting and monitoring curriculum development. This includes:

1. Familiarity with the National Curriculum and other legislation so that the school fulfils its statutory requirements.
2. Keeping abreast of local and national developments and implementing any agreed strategies.
3. Monitoring curriculum liaison between KS2/KS3, KS3/KS4, KS4/KS5 and further and higher education.
4. Liaison with primary schools to support the development of the curriculum and transition.
5. Disseminating appropriate information to Heads of Faculty.
6. Receiving and responding to agendas and minutes from all appropriate meetings.
7. Working with the Special Educational Needs Coordinator and Educational Psychologist to ensure appropriate curriculum provision for all children with special educational needs.
8. Attending any necessary meetings in and out of school.

4. Build and establish further curriculum partnerships with other schools, colleges and organisations.

5. Leadership of the Heads of Faculty in liaison with the Senior Assistant Headteacher, Teaching & Learning. This will include:

1. Supporting Heads of Faculty in the efficient discharge of their responsibilities in regards to the curriculum.
2. Monitoring standards in each faculty and leading on intervention to raise student achievement to the highest level.
3. Managing regular meetings of the Academic Board.
4. As required, organising Heads of Faculty conferences so that strategic and policy issues are addressed by the team.

6. To oversee the strategic leadership of high quality teaching provision that maximises student progress in liaison with the Senior Assistant Headteacher for teaching and learning.

7. To be responsible for developing and monitoring the school’s Assessment, Recording and Reporting procedures. This will include:

* Ensuring the development of faculty and departmental marking and assessment policies and their effective implementation.
* Ensuring that the progress and performance of students is monitored.
* Oversight and development of the programme of reporting to parents.
* Facilitating, enabling/providing the efficient use of assessment data to promote individual and school improvement.

8. To have overall accountability for the monitoring, quality assurance, assessing and reporting of target setting across the school.

9. To be responsible for the analysis of examination and performance data and its presentation to all stakeholders.

10. Develop and promote the use of information systems across the school to support the education of students.

11. To undertake Leadership Team line management of agreed Faculties and the appraisal of their Faculty Heads.

12. Work with the Governing Body and other stakeholders to ensure the school’s vision is clearly articulated, shared, understood and translated into real and effective action by all. This will include:

1. Being an Associate Governor
2. Acting as the Joint Professional Officer to the relevant Governor’s e.g.,

- Liaison with the Chair of the committee

- Supporting the preparation of agendas and arranging for the production of relevant papers and reports

1. Attending meetings of the full governing body.
2. As required, supporting other committees of the governing body.

13. Organisation of relevant curriculum evenings.

14. To work with individual students to support their development.

15. Oversight of the implementation of the school’s Assemblies and Acts of Worship Guidance and Procedures.

16. To liaise with and support the activities of friends of the school e.g., PA, ONA etc.

17. To act as a signatory authorising spending within the structure of delegated budgets.

18. To contribute to the overall management of the school, including the School Development Plan, and to exercise such other specific responsibilities as the Headteacher may require.

**Notes**

1. The above responsibilities are subject to the general duties and responsibilities contained in the School Teachers Pay & Conditions Document.

2. This Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

3. This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification and amendment at any time after consultation with the holder of the post.

#### Other Duties

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties of the level of responsibility entailed. Such variations are common occurrences and would not of themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re‑evaluation.

Signed ……………………………………………................................. Dated………………………………

Julia Mortimore, Headteacher

Signed ……………………………………………................................. Dated………………………………

Post Holder