 Lady Manners School

***At Lady Manners School we strive to attain the highest standards in our work, have respect for others and develop our individual talents.***

JOB DESCRIPTION

The exact nature of the job description may vary depending on the specific strengths and experience of the senior leader, and the evolving skills of the school's senior team.

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| **Title and Grade of post:** | Deputy Headteacher (Curriculum and Achievement)Salary L20-L24 |
| **Post-holder:** | Vacancy |
| **Job Purpose:** | * To support the Headteacher in carrying out his/her responsibilities and to carry out duties as assigned by the Headteacher
* As a leading professional, to actively promote the welfare, guidance and academic progress of all students
* To assume a number of whole school responsibilities as assigned by the Headteacher and to undertake any professional duties of the Headteacher reasonably delegated
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| **Reporting to:** | The post-holder is responsible to the:* Headteacher in all matters
* The Chair of Governors/Governing Body in the Headteacher's absence
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| **Responsible for:** | The post-holder is responsible for:* Any member of staff the Headteacher delegates line management
* All staff within the school in the Headteacher's absence
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| **Professional Relationships:** | The post holder will also be expected to network and liaise with colleagues in local schools and wider, to ensure a consistency of approach |
| **Specific Responsibilities and Accountabilities:** | * Ensure all curriculum decisions are aligned with the school's curriculum principles
* Design and develop an outstanding, innovative and creative curriculum comprised of high quality vocational and academic courses that incorporate the latest technologies
* Work closely with external partners to ensure the curriculum maximises opportunities for students across all levels of ability
* Ensure the curriculum is aligned with key accountability measures, such as Progress 8, Attainment 8 and the EBacc.
* Offer appropriate curriculum pathways to ensure the curriculum is personalised and accessible for all abilities, including students with SEND and disadvantaged students
* Fully prepare students for curriculum changes at key transition points, including leading the year 9 and year 11 option processes
* Develop and oversee an effective strategy to ensure students are fully prepared for post-16 progression opportunities (KS4-KS5 transition)
* Monitor the school's wider curriculum, including extra-curricular provision, ensuring opportunities for personal development and the acquisition of cultural capital are available for all students
* Ensure key cross-curricular themes are embedded throughout the curriculum (or organised as specialised themed events)
* Construct and manage the school timetable in a timely manner to ensure a broad and balanced curriculum is maintained, student needs are met and value for money is achieved
* Report regularly to governors on curriculum issues, developments and examination results
* Lead on achievement and target-setting across the school
* Monitor achievement of students across the school, including identified groups of students
* Oversee the collection of data at specified points within the school year
* Ensure that under-achievement is identified quickly and targeted interventions are effectively implemented
* Liaise closely with the Examinations Officer and Data Manager in overseeing the effective analysis and processing of data, including internal and public examination results
* Lead assessment practices across the school, ensuring assessment and testing processes are reliable and fit for purpose, including base-line testing
* Ensure that data and predictions are reliable, transparent and clearly understood by all audiences
* Ensure data is stored, used and shared responsibly (with oversight of GDPR)
* Have strategic responsibility for ICT
* Have oversight of the recording of data, including the use of SIMS
* Report regularly on achievement to a range of audiences, including SLT, staff and governors (Curriculum and Students' Committee)
* Present reports in a clear and accessible format, including historical data and trends, ensuring that national data is readily available (including IDSR, ASP and the results of public examinations).
* Work with colleagues to monitor the quality of written reports
* Line management of nominated departments, currently History, Geography, Computing, PE and Learning Support

\*Line management responsibilities may be changed at any point, at the discretion of the Headteacher |
| **Generic Responsibilities:** | * Actively support and reinforce the ethos, vision and policies of the school
* Contribute to the strategic development of Lady Manners School and to whole school self-evaluation and improvement planning
* Adhere to the Professional Teacher Standards and consistently model high standards of professional behaviour
* Alongside other senior leaders, be responsible for the safeguarding of students and contribute to managing the behaviour of students
* Line manage individuals and teams at the discretion of the Headteacher, ensuring robust accountability and a continuous drive for improvement
* The accountabilities detailed within this job description should be supplemented by those accountabilities, roles and responsibilities as set out within DfE statutory guidance
* This job description is indicative in terms of duties and responsibilities. Indicative duties are neither definitive nor exhaustive and do not reflect a contractual entitlement. Employees are expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that falls within the general character of the post. This can include duties not specified in this job description
* Employees are expected to be courteous to colleagues and provide a welcoming environment to parents and visitors
* The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applications or continued employment for any employee who develops a disabling condition.
* This job description is current at the date shown, but following consultation with you, may be changed by the Headteacher to reflect the professional skillset of yourself and/or others, or to anticipate changes in the job which are commensurate with the salary and job title.
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