



Deputy Headteacher – Curriculum Leadership Spine Points L20-24

JOB DESCRIPTION

The Deputy Head (Curriculum) is responsible to the Headteacher.

Within the context of the College's Mission Statement and its Aims and Objectives, this post includes the following key responsibilities:

1. To play a major role in:

- Supporting and developing the mission, ethos and core purpose of the College.
- Supporting the Headteacher in developing the strategic direction of the College
- Formulating the aims and objectives of the College
- Establishing and monitoring the policies through which they will be achieved
- Managing staff and resources to that end

2. To undertake the professional duties of the Headteacher in her absence

3. To be responsible for all matters relating to the curriculum and its development in consultation with Heads of Faculty, Heads of Department and the Senior Leadership Team:

- Through leadership of Heads of Faculty.
- Ensuring that the curriculum meets the needs of all students.
- Working with the appropriate members of the leadership team to ensure that the specific needs of all students are met, so that the curriculum is accessible to all.
- Advising the Headteacher on the staffing required for the effective implementation of the curriculum.
- Creating the timetable to ensure that staff and resources are appropriately deployed in order to deliver the curriculum.
- Developing the College's Curriculum Policy ensuring that the curriculum fulfils College core purpose at the same time as responding to national change.
- Monitoring curriculum developments and initiatives at a national and international level to ensure that the College is at the forefront of effective practice including the most effective and innovative assessment protocols.

4. To play a key role in School Self Assessment:

- Undertaking the monitoring of key areas of College.
- Having a current knowledge and understanding of the requirements of Ofsted.
- Ensuring that self-evaluation policies and procedures are carried out rigorously and contribute to raising standards.

5. To monitor pupil progress by:

- Overseeing the tracking of students' progress against targets.
- Monitoring the use of assessment to enhance learning and measure progress.
- Working with teaching staff to ensure that effective intervention strategies are implemented to accelerate learning and to overcome difficulties that pupils may encounter.
- Establishing and embedding robust reporting systems.

6. To have a strategic overview of the compilation and use of data to measure the success of both student and subject attainment:

- Utilising all appropriate data to maximise student attainment and progress.
- Leading the development of all senior and middle leaders in the use of data and assessment so that student attainment and progress are maximised.

7. To work closely with governing body to ensure College runs effectively and efficiently:

- Contributing to the smooth running of the College teaching and learning committee.
- Ensuring that governors have a clear understanding of data analysis and target setting procedures.
- Ensuring that governors contribute to appropriate curriculum policies.

8. To take responsibility for monitoring the quality of Leadership in specific Faculties:

- Ensuring that effective Appraisal and Performance Management is undertaken in these line management areas
- Working with the holders of TLRs to set robust targets and Team Improvement Plans that improve student outcomes and monitor progress of these plans.
- Monitoring the quality of teaching and learning in key areas through line management and team review systems.

9. To take responsibility for college events as required.

10. To undertake other professional duties reasonably delegated by the Headteacher