



AUDENSHAW SCHOOL JOB DESCRIPTION

1. INTRODUCTION

1.1 NAME OF POST HOLDER:

1.2 Post Title **DEPUTY HEADTEACHER (CURRICULUM AND ACHIEVEMENT)**

1.3 Post Purpose: **To work with the Headteacher in achieving the School's vision and modelling and supporting the School's values.**

To assist the Headteacher and Board of Governors in the leadership and management of the school and in all aspects of school improvement, including deputising for the Headteacher where necessary and as required by the Headteacher.

To play a major role under the direction of the Headteacher in formulating the vision, aims and priorities of the school, establishing the policies through which they shall be achieved. To manage staff and resources to achieve the vision, aims and priorities and monitoring progress towards their achievement.

1.4 Reporting to: Headteacher

1.5 Responsible for: Linked Assistant Heads, Senior Leadership Team linked Curriculum Leaders and other staff where relevant.

1.6 Liaising with: Headteacher, Senior Leadership Team, Curriculum Leaders, Governors, Staff and Parents/Carers.

2. RESPONSIBILITIES:

Leadership and Management

2.1 Support the Headteacher in:

- Ensuring the vision for the school is clearly articulated, shared and understood and acted upon effectively by all
- Demonstrating the values of the school in everyday work and practice
- Motivating and working with others to create a shared culture and positive climate.

2.2 In partnership with the Headteacher and the Senior Leadership Team, provide professional leadership and management of teaching and learning throughout the school.

2.3 To work in partnership with the Headteacher and the Senior Leadership Team in providing a high level strategic, management and operational direction of the school.

2.4 To lead with other members of Senior Leadership Team the responsibility for setting, maintaining, monitoring and improving standards in the school.

2.5 To lead with other members of Senior Leadership Team on whole school self-evaluation and quality assurance systems.

Audenshaw School Safeguarding Statement: This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



- 2.6 To undertake annual Performance Management, setting and agreeing targets linked to School Improvement Plan priorities with the Headteacher.
- 2.7 To contribute and lead on the implementation of the School Improvement Plan.
- 2.8 To act as a role model in leading all staff in their own excellent leadership, their delivery of high quality teaching and learning, their continuous professional development and their own professional presence in the school.
- 2.9 To motivate others to create a shared and positive culture where everyone works collaboratively, celebrates success and accepts responsibility for outcomes.

Specific Responsibilities – Deputy Headteacher (Curriculum and Achievement)

- 2.10 Lead on performance data on reports and whole school target setting.
- 2.11 To lead on the intelligent use of data via reporting, assessment and tracking systems, to be used by teachers, students and parents to inform learning and progress.
- 2.12 To contribute to the review of teaching and learning, monitoring the progress of all students including those identified as requiring additional support to ensure all students are engaged in their learning and achieve good or better progress.
- 2.13 To undertake a continuous and systematic review of the standards of leadership, teaching and learning across the school, consistent with the school's procedures in the school self-evaluation schedule.
- 2.14 Work with the Headteacher to collaborate with other schools and organisations in order to share expertise and bring benefits to own and other schools.
- 2.15 To lead on Performance Management and appraisal across the school.
- 2.16 To support the Headteacher in the recruitment and development of teaching and support staff at the school.
- 2.17 To lead on curriculum development to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme within the resource constraints of the school.
- 2.18 Raising Standards Leader KS4 – oversight of student attainment, progress and intervention.
- 2.19 Analyse and interpret relevant national, local and school data, plus research and inspection evidence, to inform policies, practices, expectations, targets and teaching methods.
- 2.20 Reporting, recording and assessment /management reporting systems overview in liaison with MIS.
- 2.21 Oversight of timetabling (including in year staff changes) and deployment of staff in liaison with Headteacher, other Senior Leaders, Finance and HR.
- 2.22 To take the staff lead role on Governors' Standards Committee, in accordance with the agreed Terms of Reference and schedule of work.
- 2.23 Overview of CEIAG.
- 2.24 Overview of examinations (internal and external).



2.25 Oversight of cover.

Raising Standards Responsibilities

2.26 To raise achievement in KS4.

2.27 Lead on the setting, monitoring and evaluating of student attainment targets in KS4.

2.28 Be responsible for, developing and implementing a raising standards plan which will enable the school to meet its key targets: KS4 with particular attention to the school's key focus groups as relevant.

2.29 Oversee the effective use of data to identify students who are underachieving, and where necessary create and implement effective plans of action to support those students.

2.30 To organise and manage an effective intervention strategy, so that there is a programme of interventions targeted at appropriate cohorts to improve students' attainment.

2.31 To support and challenge the Curriculum Leaders to ensure that they fulfil the terms of their job description in relation to raising achievement for students identified in intervention cohorts and meet specific targets.

2.32 Working with the Assistant Headteacher to set expectations and targets for staff and students in relation to standards of student attainment; establish clear targets for student attainment and evaluate progress and attainment in interventions by all students, including evaluating summative progress and providing guidance for subject areas in evaluating their summative progress.

2.33 Ensure that the Senior Leadership Team is fully informed about the progress with the raising standards plan, including regular updates of outcomes of meetings with Curriculum Leaders.

2.34 Organise and chair strategic intervention (progress) meetings, communicate information to staff and co-ordinate resulting action with clear outcomes identified on each agenda.

2.35 To support the provision of outstanding personal development and well-being, promoting exemplary standards of conduct and behaviour in KS4.

3. SIGNATURES:

The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for job applicants, or continued employment for any employees, in accordance with our responsibilities under the Equalities Act 2010.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed
(Deputy Headteacher)

Signed
(Headteacher)

Dated

Dated