

## 1. INTRODUCTION

- 1.1 POST HOLDER:**
- 1.2 Post Title:** DEPUTY HEADTEACHER (TEACHING AND LEARNING)
- 1.3 Salary:** L19-L23
- 1.3 Reporting to:** Headteacher
- 1.4 Start Date:** (By negotiation)

## 2. PURPOSE OF THE POSITION

- To lead the implementation and quality assurance of all aspects of teaching and learning across the school
- To lead the continuing professional development (CPD) of staff and oversee the school's performance management
- To lead and review the school's curriculum to ensure breadth and compliance with national legislation
- To lead and review the school's work with regards to Initial Teacher Training (ITT), Early Career Teachers (ECTs) and new staff induction
- To contribute to the strategic planning of the school
- To line manage colleagues as agreed
- To promote a culture of honesty, effort, adventure, resilience and tolerance
- To deputise for the Headteacher as necessary

## 2. KEY RESPONSIBILITIES

The role includes such responsibilities as:

- Implement and evaluate all aspects of teaching and learning and the curriculum in line with the aims of the school and lead any changes necessitated by legislation. This includes curriculum development, organisation of teaching and learning and quality assuring teaching and learning across the school
- Implement and manage an effective performance management system that contributes to enhancing the quality of both teaching and learning and student outcomes
- Implement and evaluate the continuing professional development (CPD) of staff across the school, in line with the school's priorities
- Oversee and manage the school's ITT arrangements, coordinating with stakeholders as necessary
- Oversee and manage the induction and support of ECTs
- Implement and manage all aspects of the school's assessment policy, ensuring consistency across the school
- Oversee and manage the administration and implementation of public examinations, ensuring the school is compliant with appropriate obligations and legislation
- Collaborate with the Leadership Team (LT) to contribute to whole-school strategic planning, particularly in areas related to the curriculum offer, assessment and student progress
- To promote a culture of honesty, effort, adventure, resilience and tolerance
- To coordinate with external agencies as necessary in supporting students
- To contribute to the strategic planning of the school, including communications with all stakeholders
- To Support colleagues, including all other members of the LT, in their work to develop and improve the school
- To work alongside all staff in ensuring equality of access and progress
- Liaise with and report to the Trust Board as necessary

## DEPUTY HEADTEACHER: TEACHING AND LEARNING Job Description

<p style="text-align: center;"><b>Leadership Behaviours</b></p> <ul style="list-style-type: none"> <li>• Effective and motivational leadership style that encourages participation, innovation and confidence</li> <li>• Highly effective communication and interpersonal skills</li> <li>• Ability to lead, coach and motivate staff within a performance management framework</li> <li>• Strong written and oral communication skills</li> <li>• Resilience and motivation dealing with day-to-day challenges while maintaining a clear vision and direction aligned to that of the school</li> <li>• A role model to staff and pupils</li> <li>• Excellent organisational and prioritising skills</li> </ul>	<p style="text-align: center;"><b>Leading External Relationships</b></p> <ul style="list-style-type: none"> <li>• Skilfully manage and maintain effective working relationships with all stakeholders</li> <li>• Be a key point of contact for all stakeholders as necessary</li> <li>• Ability to analyse and communicate (where appropriate) student data</li> <li>• To use appropriate data to review effectiveness, monitor impact and to drive school improvement</li> </ul>
<p style="text-align: center;"><b>Teaching and Learning</b></p> <ul style="list-style-type: none"> <li>• Identify and implement strategies for raising the progress, attainment and wellbeing of students</li> <li>• Support the training and development of teaching staff to improve the quality of teaching and raise the level of expectation in lessons as outlined in the Teachers Standards</li> <li>• Support the Headteacher in leading whole school planning and assessment through accurate record keeping and data analysis</li> <li>• Maintain a teaching timetable as required, modelling exceptional practice in terms of classroom teaching, preparation, marking, assessment and professional behaviour in line with Teacher Standards</li> </ul>	<p style="text-align: center;"><b>Safeguarding and Welfare</b></p> <ul style="list-style-type: none"> <li>• Adhere to the Trust's safeguarding policies and practices, reporting concerns to the DSL and DDSL as necessary</li> <li>• Adhere to appropriate Trust, Local and National policies related to safeguarding</li> <li>• Demonstrate a commitment to safeguarding all members of our community, providing equality of opportunity</li> <li>• Promote inclusion in the school community and access to the facilities and extra-curricular opportunities</li> </ul>

### 3. OTHER

This job description is not necessarily a comprehensive definition of the post. It will normally be reviewed during the performance management process but it may be subject to modification or amendment at any time after you have been consulted.

### 4. 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 disabled job applicants or continued employment for any employee who develops a disabling condition.

