

**JOB DESCRIPTION**

**Post: Deputy Headteacher –Standards and Curriculum**

**Salary Scale: L20-24**

**Post tenable: September 2019**

**Context:** We require a visionary Deputy Headteacher to work in collaboration with the Leadership Team and the Head of School to help our students achieve outstanding outcomes.

**Main Responsibilities**

The specific nature and balance of these responsibilities will vary according to the needs of the school and may be shared between the Leadership Team. Most aspects of this job description form the generic responsibilities of a Deputy Headteacher; the exact responsibilities will depend upon the qualities of the candidate. We encourage applications from a wide range of applicants.

**A. Specific (depending on the skills of the candidate)**

* Lead in the development of the curriculum and assessment within the school.
* Ensure the effective organisation of the curriculum and assessment.
* Lead the Heads of Faculty to deliver outstanding examination results.
* Lead Heads of Faculty/Subject Leaders in designing schemes of work and subject content that lead to outstanding progress.
* Lead self-evaluation and internal review at faculty level.
* Lead examination interventions at Key Stage 4 and 5
* Lead curriculum design and implementation at Key Stage 5

Heartlands High School is currently undergoing a public consultation regarding the proposed opening of a Sixth form in 2020. If successful the oversight, design and implementation of the Key Stage 5 curriculum will be the responsibility of the successful candidate.

**B. General**

* Contribute to the strategic development of the school, its ethos and standards.
* Use data to monitor and track interventions in your area of responsibility.
* Monitor designated school self-review systems, ensuring appropriate dissemination of information to the school leadership.
* Contribute to the review and updating of the SEF.
* Research qualifications and ensure that the school remains at the leading edge of educational development ensuring that all students have access to appropriate courses and qualifications.
* Ensure all DfE returns within designated areas of responsibility are made.
* Participate in the induction of new staff.
* Be an innovative member of the Strategic Leadership Team and participate in the formulation of whole school policy and its delivery.
* Line manage designated teams of curriculum or pastoral staff.
* Lead appropriate teams/working groups related to your appropriate area of responsibility.
* Participate in the formulation of strategic plans.
* Contribute to the effective operational leadership and management of the school.
* Service and chair the work of committees and others, as appropriate.
* Lead whole-school events/functions as appropriate.

**Additional Notes**

* Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
* Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
* 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.
* To ensure high-quality teaching and learning within the school.

**Applicable Contract Terms and Duties**

This job description is to be performed in accordance with the provisions of the School Teachers’ Pay and Conditions Document and within the range of duties set out in that document relevant to a Class Teacher. The post is otherwise subject to the Conditions of Service for School Teachers in England and Wales (the ‘Burgundy Book’) and to locally agreed conditions of employment to the extent that they are incorporated in the post holder’s individual contract of employment. Copies of the relevant documents are available for inspection at the school.