

<u>ROLE:</u>	Deputy Headteacher Curriculum
<u>PAY RANGE:</u>	£64,000 - £69,000 pa
<u>ACCOUNTABLE TO:</u>	The School Community
<u>LINE MANAGER:</u>	Headteacher
<u>JOB PURPOSE:</u>	<p>To provide visionary and strategic leadership in the areas of responsibility outlined below and contribute as widely as possible to making The Cottesloe an outstanding school.</p> <p>To act as whole school Curriculum Lead.</p>

This job description is set within the framework of, and should be read in conjunction with, the National Standards for School Leadership which are about professional attributes, values, knowledge and understanding in relation to:

- Leading strategically
- Leading teaching and learning
- Leading the organisation
- Leading people
- Leading in the community

Purpose of Post

- Playing a full and active part in the leadership and management of the school and to work at the discretion of the Headteacher and Governors in the pursuit of excellence in all that we do for our young people.
- Ensuring continuous improvement in the quality of provision in their specific areas of responsibility so that these are outstanding.
- Working with the Headteacher to support and develop staff and the organisation to ensure that the school, overall, moves in a sustainable manner towards outstanding.
- Motivating and leading others by example by being an outstanding teacher and a high performing and reliable leader.

The responsibilities outlined below apply to all members of the Leadership Team. This post will involve close working with all other colleagues within the team including the Headteacher.

Strategic Leadership and Management of the Organisation

1. Being a highly visible, proactive and approachable presence to students, staff and other stakeholders around school and at school events and activities while sustaining the specific demands of the role.
2. Ensuring a safe and supportive learning environment is provided for all learners before, during and after the timetabled day including lunchtimes.
3. Contributing to the development of the strategic vision of the school and their specific area of responsibility.
4. Keeping up to date with Ofsted and other statutory requirements and ensuring that these are communicated to the Headteacher, Leadership Team and relevant people.
5. Searching out evidence-based leading practice from across the system, evaluating our own against it and making recommendations to the Headteacher and Leadership Team on how it may be incorporated into our provision in a planned and systematic way.
6. Taking responsibility for line managing specific individuals, teams and areas, being



accountable for their performance and ensuring that they meet the overall standards expected by the school.

7. Playing a key role in the day to day running of the school including leading, oversight of and attendance at special events and for specific areas.
8. Putting high quality learning and teaching at the centre of strategic planning, resource management, monitoring, review and evaluation.
9. Using new technologies in an integrated way to develop teaching, learning and the leadership and management of the school.
10. Taking responsibility for producing clear, concise, well researched and evidence-based policies, plans, processes and reports for a variety of audiences and stakeholders within and beyond the school.
11. Having high expectations against external benchmarks, engaging in systematic quality assurance, preparing for inspection, self-evaluation and improvement planning for all aspects of school life as well as specific areas of individual responsibility.

Leading and Managing Teaching, Learning, Achievement and Standards

1. Monitoring, evaluating and reviewing classroom practice and promoting agreed improvement strategies in line managed areas.
2. Ensuring teaching quality meets school expectation, challenging underperformance and ensuring effective follow-up.
3. Celebrating success and implementing ambitious strategies for continuous improvement while proactively challenging underperformance at all levels.

Leading and Managing People: Professional and Staff Development

1. Undertaking appropriate personal and professional development consistent with identified needs and participating in arrangements for performance management and review of self and other staff.
2. Contributing to staff recruitment, deployment, development and review.
3. Being committed to contributing to planned system leadership beyond the school and the partnership within an agreed framework.
4. Being well-read and informed about general educational developments as well as those specific to their role and keep others informed of these.
5. Developing and maintaining a culture of high expectations for self and others and taking appropriate action when performance is unsatisfactory.
6. Regularly reviewing own practice, set personal targets and taking responsibility for own personal development.

Leading and Managing Working with the Community

1. Developing positive relationships with students, parents and the community and colleagues and ensuring learning experiences are linked into and integrated with the wider community, especially in terms of transitions.
2. Creating and maintaining effective partnerships with parents and carers.
3. Using every opportunity to promote the achievements of young people and the school.
4. Attending Governors' meetings and agreed events in the wider community as required and agreed.



DEPUTY HEADTEACHER KEY RESPONSIBILITIES: CURRICULUM

1. Support the Headteacher in providing strong values-driven leadership of the School including:
 - 1.1. Ensuring the smooth running of the school on a daily basis and that school policies are followed by all members of the school community.
 - 1.2. Supporting the Assistant Headteachers in their areas of responsibility.
 - 1.3. Leading on the articulation of a clear curriculum intent.
 - 1.4. Overseeing the development of a high-quality, broad, balanced and rich curriculum across the whole school.
 - 1.5. Providing specific challenge and support to ensure high quality programmes of study.
 - 1.6. Liaising with Curriculum Leaders to ensure the planning and delivery of an appropriate, comprehensive high quality and cost-effective curriculum programme which responds to student need and supports the school improvement plan.
 - 1.7. Ensuring that the curriculum has a positive impact on school outcomes.
 - 1.8. Leading the school to be recognised as good or better.
 - 1.9. Facilitating and encouraging a learning experience which provides students with the opportunity to achieve their individual potential.
 - 1.10. Creating a timetable in a timely and cost-effective manner.
 - 1.11. Keeping up-to-date with national developments in the curriculum, including alternative provision.
 - 1.12. Creating and implementing systems to monitor and quality assure, review and evaluate the curriculum developments to inform school evaluation and future decision-making.
 - 1.13. Leading the strategic development of appropriate programmes of study and schemes of work linked to appropriate specifications and assessment across all subjects.
 - 1.14. Liaising with the SENDCO and Examinations Officer to maintain accreditation with the relevant examination and validating bodies.
 - 1.15. Leading the Options process so Year 8 and 11 are fully informed of the courses on offer and are advised correctly.
 - 1.16. Monitoring actively and responding to curriculum development and initiatives at national, regional and local levels, including alternative provision, to secure aspirational outcomes and destinations for our students.
 - 1.17. Leading/implementing school quality assurance procedures, with a specific focus on curriculum, including cross-school moderation.
 - 1.18. Making use of analysis and evaluation of performance data provided.
 - 1.19. Contributing to the production of reports including maintaining an up-to-date SEF.
 - 1.20. Providing the Governing Board with relevant information relating to the school's performance and development.
 - 1.21. Working with the Assistant Headteacher (Teaching and Learning) to ensure that staff development needs are identified in agreed Departments and that appropriate programmes are designed to meet such needs.
 - 1.22. Ensuring that all teams that you oversee are familiar with the school's SDP/SEF.
 - 1.23. Continuing your own professional development as agreed with the Headteacher.
 - 1.24. Acting as a positive role model and motivating staff to ensure effective working relations.
 - 1.25. Responsibility for the day-to-day management of staff across Departments, Year Groups and Duty Teams.
 - 1.26. Leading the strategic development of staff and physical resource, including alternative provision, in order to increase outcomes.
 - 1.27. Providing timely and purposeful analysis of curriculum development and write reports as required for SLT, the Governing Board, Heads of Department and teaching staff.
 - 1.28. Line manage the Assistant Headteacher (Progress and Outcomes), the Head of Sixth Form, Departments/Heads of Year as required and the Examinations Officer.
 - 1.29. Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document.



- 1.30. Supporting the Headteacher in leading a team of teachers and support staff in compliance with the Headteacher standards.
- 1.31. Ensuring the School has excellent relationships with all stakeholders and maintains its excellent reputation.
2. Within the context of contributing as widely as possible to making The Cottesloe an outstanding school:
 - 2.1. Set high professional standards befitting of a Senior Leader.
 - 2.2. Play a full part in the deliberations/decision making of the Leadership Team and as a Senior Leader take a measure of responsibility for successful implementation of those decisions.
 - 2.3. Contribute to the duty schedule undertaken by Senior Leaders.
 - 2.4. Other responsibilities will be determined on appointment and reflect the postholder's skills and areas of expertise.
3. Deputise for the Headteacher in his/her absence as appropriate.
4. Reflect on, and evaluate progress towards, the professional obligations noted above.
5. Any additional responsibilities as may, from time to time, be reasonably required.



PERSON SPECIFICATION**Post Title:** Deputy Headteacher Curriculum

This acts as selection criteria and gives an outline of the types of person and the characteristics required to carry out the post. Please make sure when completing your application form that you give clear examples of how you meet the essential and desirable criteria.

1 = Application form 2 = Interview 3 = Reference 4 = Proof of qualification

	Essential	Desirable	How Measured
TRAINING/QUALIFICATIONS:			
Degree or equivalent	✓		1, 4
Qualified Teacher Status	✓		1, 4
Further professional qualification (Leadership Pathways, Masters degree, NPQH)		✓	1, 4
Knowledge of safeguarding procedures	✓		1, 2, 3
EXPERIENCE:			
At least 5 years' teaching experience	✓		1, 2, 3
Producing an effective timetable to support curriculum delivery	✓		1, 2, 3
Experience of whole school Curriculum planning	✓		1, 2, 3
Successful leadership and management in at least one school	✓		1, 2, 3
Experience of leading the Options process		✓	1, 2, 3
Outstanding teaching ability	✓		1, 2, 3
Contributing to the effective raising of standards	✓		1, 2, 3
Effective leadership of whole school developments relating to learning and teaching and/or self-evaluation	✓		1, 2, 3
Demonstrable evidence of raising the standards of learning and teaching	✓		1, 2, 3
Effective management of change	✓		1, 2, 3
Aspects of leadership and management in whole school context	✓		1, 2, 3
Use of technology to improve systems that raise student achievement	✓		1, 2, 3
Effective line management of other staff	✓		1, 2, 3



	Essential	Desirable	How Measured
Outstanding references	✓		3
Leading of Inset	✓		1, 2, 3
Effective collaboration with external agencies		✓	1, 2, 3
Effective contribution to the SEF		✓	1, 2, 3
PERSONAL SKILLS AND QUALITIES:			
Providing a cost-effective timetable to deliver curriculum	✓		1, 2, 3
A working knowledge of SIMS and NovaT		✓	1, 2, 3
Build and maintain effective relationships through effective interpersonal skills	✓		1, 2
Excellent communication skills	✓		1, 2
Inspire, challenge, motivate and empower others	✓		1, 2
Think creatively and proactively to anticipate and solve problems	✓		1, 2
Build on current good practice whilst moving the school forward with vision and vigour	✓		1, 2
Develop effective teamwork and be able to contribute effectively to a range of teams	✓		1, 2
Think strategically and contribute to creating a coherent school vision	✓		1, 2
Inclusive approach to education	✓		1, 2
High expectations of self and others	✓		1, 2
Manage and resolve conflict	✓		1, 2
Work under pressure, maintaining a sense of perspective and humour	✓		1, 2
Commitment, honesty and dedication	✓		1, 2
Ability to manage own time effectively	✓		1, 2
Reliability and integrity	✓		1, 2
Resilience and tenacity	✓		1, 2
KNOWLEDGE AND SPECIAL APTITUDES:			
Knowledge of current educational trends, curriculum developments and educational initiatives	✓		1, 2, 3
Sound knowledge of 14-19 reform	✓		1, 2



	Essential	Desirable	How Measured
Excellent strategies for behaviour management and pastoral support	✓		1, 2
Some experience of curriculum and timetabling	✓		1, 2
Ability to think strategically	✓		1, 2, 3
Excellent knowledge and understanding of diversity and equality requirements	✓		1, 2
Knowledge of latest Ofsted requirements relating to Learning, Teaching and Self-evaluation	✓		1, 2
Very good literacy skills	✓		1, 2
Experience of whole school budgeting		✓	1, 2, 3

OTHER REQUIREMENTS:

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable a suitably qualified applicant with a disability (as defined under the Act) to meet the requirements of the post.

The postholder will ensure that school policies are reflected in all aspects of their work, in particular those relating to safeguarding children, equal opportunities, health and safety, data protection, code of conduct and professional behaviour.

The postholder will be required to undergo criminal, health, qualification and reference checks as part of the recruitment process and must be willing to participate in further training as the job requires.

All staff are expected to take responsibility for safeguarding and promoting the welfare of students at the School.

