



Job Description

Post Title: Deputy Headteacher - Curriculum and Standards

Salary Scale / Grade: L17 - L21

Reporting to: Headteacher

Job Purpose:

To work with the Headteacher to deliver clear strategic direction and vision, with an absolute focus on **raising educational standards** through strong leadership, preparing pupils from all backgrounds for their next phase of education and life.

Leadership and Management:

- Work in close collaboration with the Headteacher and Leadership Team to ensure that best practice is delivered throughout the school and that all provision demonstrates the values and aspirations in the schools' aims and objectives.
- Support the Headteacher in developing positive working relationships with and between all staff and provide and sustain motivation, ensuring a culture of staff professionalism.
- To take sole responsibility for appropriately delegated aspects in the School Improvement Plan and Self Evaluation processes, in agreement with the Headteacher.
- To lead on the production of school policies and procedures.
- Develop and promote effective partnerships with parents, carers, staff and students so they are highly positive about the school in terms of the quality of education and create a culture where pupils experience a positive and enriching school life.
- To take a lead role in any other designated areas of school improvement, as directed by the Headteacher.
- To participate in recruitment and selection, as agreed with the Headteacher.
- To deputise for the Headteacher in the event of absence or unavailability, by carrying out leadership and management tasks in accordance with school policy and practice.
- Contribute to and attend/present at IEB/Academy Committee meetings as required.
- An expectation to be engaged with MAT networks and development.

Teaching and Learning:

- Establish, drive, monitor and sustain consistent, high-quality teaching across all subjects and key stages, based on evidence, blending traditional and digital methods to meet the needs of all learners.
- Ensure teaching across the school is underpinned by subject expertise.
- Ensure that policies relating to teaching and learning are regularly updated;

- Oversee the Professional Development (PD) programme for all staff, ensuring all staff have access to high quality PD opportunities and that the system for PD is evaluated and provides value for money.
- Ensure that the Early Career Framework is effectively implemented for all Early Career Teachers.
- To inspire, motivate and influence staff and pupils, taking the leading role in maintaining the highest standards of teaching and learning.
- To model outstanding practice in the classroom.
- To provide guidance and support to Curriculum Leaders and other staff in order to improve the quality of education.
- To actively promote equity and equality of opportunity by assisting the Headteacher in ensuring the school's curriculum provides the best possible education for all its pupils.
- Support Curriculum Leaders in developing their role, in particular in relation to raising standards.
- Support staff in the use of assessment information to inform teaching and learning.
- To liaise effectively with parents and carers to ensure good relationships between school and home in order to improve teaching and learning.
- Develop links with other schools, educational institutions and the wider community, including business and industry, in order to enhance teaching and learning and children's personal development.
- To lead the strategy of assessment throughout the school, ensuring regular up to date information is shared with all stakeholders at key points throughout the year in order to influence school improvement.

Curriculum:

- To lead, monitor and evaluate curriculum development and policies, ensuring that they meet national and school priorities, take corrective action to ensure quality and performance standards are attained and continuously improved.
- Ensure an inclusive curriculum is universal and intended to improve the experience, skills and attainment of all students and ensure that the principles of inclusivity are embedded within all aspects of the academic cycle.
- Ensure that the timetabled provision gives all pupils the opportunities to succeed.

Safeguarding

- To be a Deputy Designated Safeguarding Lead (DDSL), to support the safeguarding structures within the school.
- Undertake training relevant to the role in order to keep up to date knowledge required to carry out this role.
- To be responsible for and committed to safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm.
- Follow school policies and the staff code of conduct.

Other responsibilities:

- Please also refer to Teachers Standards.
- Ensure that staff recognise they are accountable for the success of the school.

- Present a coherent and accurate account of the school's performance in selected areas in a form appropriate to a range of audiences, including Executive Headteacher, Governors, parents, Ofsted and others to enable them to play their part effectively.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Deputy Headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

Review:

This job description is subject to annual review and / or change at other times in response to identified needs. It is expected that the post holder will undertake additional duties, as required, and in agreement with their line manager, to operate in a flexible environment.



PERSON SPECIFICATION

	Essential	Desirable	How Tested A – Application I – Interview T - Test
QUALIFICATIONS AND TRAINING			
Honours degree or some higher study / qualification	✓		A
Qualified Teacher Status	✓		A
NPQH or equivalent		✓	A
Recent, relevant professional development	✓		A, I
Master's Degree or above in relevant areas of study		✓	A
EXPERIENCE			
Sustained and successful senior leader experience	✓		A, I
Proven track record of successful school improvement or demonstration that have been a key part of	✓		A, I
Experience of working at a senior level in an Ofsted graded 'Good' school	✓		A, I
Experience of being a key player in successful leadership of change in a school	✓		A, I
Evidence of effective working with Senior Leaders to drive improvement	✓		A, I
Evidence of leading and managing successful CPD	✓		A, I
Evidence of outstanding teaching of learners with a wide range of different abilities, including the ability to successfully challenge the most able	✓		A, I
Experience in more than one school	✓		A, I
Recent Ofsted Inspection experience		✓	A
Experience of working collaboratively with other schools, including school-to-school support		✓	A
Effective line management of senior staff in HR, facilities and finance		✓	A
KNOWLEDGE AND UNDERSTANDING			
High level of knowledge of financial management		✓	A, I
Strong understanding of current political and legislative issues both nationally and locally		✓	A, I

Thorough knowledge of the professional standards for teachers at all stages of their careers	✓		A, I
Understanding of the main safeguarding principles	✓		A, I
Subject knowledge commensurate with that required for the effective delivery of exam board specifications	✓		A
Flexible attitude to learning with a variety of teaching styles	✓		A
Use of ICT to meet the needs of students to improve their outcomes and raise standards	✓		I
Ability to generate new ideas about the delivery and students' engagement and enjoyment of school	✓		A, I
Use of data to inform decision-making	✓		I
Understanding of legal and Human Resources legislation and processes		✓	A
SKILLS AND ABILITIES			
The ability to articulate a clear vision for the school for the immediate and long term that will: <ul style="list-style-type: none"> • secure outstanding outcomes for all students • be fully inclusive • establish the schools as the first choice in the local community. 		✓	A, I
The ability to think effectively, both strategically and operationally with imagination, vision and originality.		✓	A, I
The ability to analyse, evaluate and present data and information about school performance to key stakeholders and to identify and prioritise strategic improvement goals.	✓		A, I
Ability to deliver clear messages, holding others to account fairly but robustly, so as to maximise outcomes for all learners.	✓		A, I
Evidence of a range of effective communication strategies suitable for use with all stakeholders.	✓		A, I
Good interpersonal, verbal and written communication skills with adults and children alike in a variety of settings	✓		A, I
Good level of competence in ICT (Including Google Workspace - Docs, Sheets, Slides)	✓		A, I
Ability to work flexibly and under own initiative to achieve objectives	✓		I
Ability to prioritise, coordinate and organise work under pressure	✓		I
Highly effective practitioner	✓		A, I
Ability to identify personal training needs	✓		A, I
Ability to understand and deal with issues affecting students with challenging behaviours	✓		A, I
Ability to use school MIS - Arbor		✓	A

PERSONAL QUALITIES AND ATTITUDES			
A focus on students at all times and uncompromisingly ambitious for their success			A,I
Ability to maintain high quality professional relationships with all	✓		I
Ability to be discreet and professional at all times, ensuring confidentiality is upheld	✓		I
Willingness to participate in further training and developmental opportunities to further knowledge	✓		I
Enthusiasm and strong motivation	✓		I
Commitment to equal opportunities and inclusion	✓		I
A problem solver. A role model	✓		I
Reflective and evaluative	✓		I
Organised and self-motivated	✓		A,I