

## **Job Description**

### **Deputy Headteacher (Curriculum)**

The Deputy Headteacher (Curriculum) along with all other members of the School's Leadership Team will support the Headteacher and the Associate Headteacher in the leadership and management of the School. They will carry out their professional responsibilities in accordance with, and subject to, the provision of the School's Teachers' Pay and Conditions Document and within the range of duties set out in that document, the Memorandum and Articles of Association, the policies and requirements of the Governing Body and the current education company, charity and employment legislation.

#### **Line management**

Line managed by the Associate Headteacher, the Deputy Headteacher is accountable to the Headteacher and Governors for the standards achieved and the conduct, leadership, management and administration within the School of their specification and areas of responsibility.

The job description is subject to an annual review and may be renegotiated and modified in respect to the changing needs of the School.

Pay range: L22-26

#### **Specific Responsibilities**

1. To ensure that St Aidan's Church of England High School has an outstanding and innovative curriculum for pupils from Year 7 - 13 and which meets the development of the whole child.
2. To be fully aware and responsible for the dissemination of information in relation to curricular development to relevant parties.
3. To lead the Heads of Subject meetings.
4. To ensure outstanding literacy and numeracy provision at all Key Stages.
5. To lead on monitoring the standards of student achievement, progress and attainment across the School.
6. To ensure outstanding support for students with EHCPs, those for whom Pupil Premium is granted as well as those with Gifted and Talented abilities.
7. To ensure outstanding provision in teaching and learning at all Key Stages.

8. To ensure outstanding strategies to track pupil performance and sustain/raise achievement at all Key Stages and progression more widely.
9. To ensure continuous professional development for all staff so that it meets the needs of colleagues as well as the needs of the School.
10. To ensure outstanding leadership and management of curriculum leaders.
11. To ensure outstanding quality assurance standards which monitors the quality of teaching and learning, the sharing of good practice across different curricular areas and the introduction of ways in which practice can be improved if necessary.
12. To lead on the setting of challenging/aspirational targets which allows all students to develop academically.
13. To lead on the production of the School timetable in respect of curriculum demand each year and any changes needed during the course of the year.
14. To be responsible, along with other members of the SLT, for the production of the School Development Plan and SEF.
15. To be responsible for the assessment and review of all external examination results and the statistical analysis of this data against national benchmark figures.
16. To be responsible for the production of the School calendar in association with other members of the SLT.

**Alongside these specific responsibilities, the successful candidate will:**

1. Deputise for the Headteacher and the Associate Headteacher across a range of professional duties as required.
2. Support the Headteacher and the Associate Headteacher in providing a clear direction for the development of St Aidan's Church of England High School.
3. Contribute to implementing the core values of the Senior Leadership Team.
4. To support the Headteacher, the Associate Headteacher and colleagues in the review of whole school policies.
5. Teach, being an exemplar to others.
6. Promote the safety, well-being and high standards of behaviour amongst pupils.
7. Attend all relevant meetings as required.

8. Establish outstanding relationships and excellent working practices with all teachers and support staff.
9. Support the work of the Governing Body and Curriculum Committee to facilitate development and implementation of their view of school leadership and curriculum development.
10. Monitoring of whole school development and other self evaluation systems.
11. Set high expectations for staff and students in relation to the standards of pupils' achievement, assessment and quality of teaching.
12. To ensure the maintenance of a supportive environment in which each child is valued within this church school.
13. Sustain and develop positive relationships with all colleagues both within the School, the Associated Sixth Form, other partnership organisations, pupils, parents, governors and the local community.
14. The successful candidate may from time to time be asked, at the discretion of the Headteacher and the Associate Headteacher, to perform other duties.
15. To be in total sympathy with the Christian ethos/foundation of the School.

**Summary Terms and Conditions Statement:**

The post will be offered on School Teachers' Pay and Conditions and the provisions of the Conditions of Service for School Teachers (Burgundy Book) will apply.

November 2020