

Deputy Headteacher – Curriculum, Teaching & Learning
Job Description

Job title: Deputy Headteacher, Curriculum, Teaching & Learning

Accountable to: The Headteacher

Main purpose:

The Deputy Headteacher will:

- Undertake the normal responsibilities of the class teacher
- Be a member of the Senior Leadership Team
- Assist the Headteacher in managing the school
- Support and represent the Headteacher at meetings, as and when required
- Undertake the professional duties of the Headteacher during their absence
- Undertake such duties as are delegated by the Headteacher
- Play a major role, under the overall direction of the Headteacher, in formulating and reviewing the School Improvement Plan, aims and objectives of the school by:
 - Establishing the policies through which they shall be achieved
 - Managing staff and resources to that end
 - Monitoring progress towards their achievement

Main tasks

The role of the successful applicant will encompass the following areas, however the specific nature and balance of these responsibilities will vary according to the strengths of the successful applicant and how these complement the Senior Leadership Team overall

1. Class teacher responsibilities

- Carry out the duties of a school teacher as set out in the current School Teachers' Pay and conditions Document and Teachers' Standards
- Carry out the duties of a general class teacher as detailed in the school's class teacher job description, including the provision of cover for absent teachers in the event of emergency cover being required

2. The internal organisation, management and control of the school

Leading teaching and learning:

- Lead the development, monitoring and evaluation of teaching and learning across the school
- Lead the professional development of staff
- Lead and monitor the development of Literacy and Numeracy across the curriculum
- Promote a community focused on Learning and Raising Achievement
- Promote continuous improvement through collaboration within the institution and with other centres which adopt best practice
- Line management of delegated areas/designated staff
- Oversee ITT and ECT induction and training
- Advise the Headteacher on recruitment, performance management and development of staff
- Communicate and uphold the vision for The Joseph Rowntree School, its strategic planning and implementation
- Work with other senior and middle leaders on school self-evaluation which feeds into school improvement

3. Curriculum development

To lead on:

- The development, organisation and implementation of the school's curriculum
- School policies on curriculum, teaching and learning, assessment, recording and reporting
- Ensuring that teaching and learning in the school forms a co-ordinated, coherent curriculum, accessible to all learners
- Ensuring that information on student progress is used to improve teaching and learning, inform and motivate students, inform parents/carers and enable governors to review the performance of the school
- The promotion of extra-curricular activities

4. Student care

To contribute to:

- The development, organisation and implementation of the schools policy for the personal and social development of students through the curriculum
- The effective induction of students
- The determination of appropriate student groupings
- The promotion among students of standards of conduct/discipline and a proper regards for authority and the encouragement of good behaviour
- The development among students of self-discipline
- The handling of individual disciplinary cases

5. The management of staff

- To participate in the recruitment and deployment of teaching and non-teaching staff
- To contribute to good management practice by ensuring positive staff participation, effective communication and procedures
- To participate in appraisal processes for staff they line manage
- To contribute to staff development:
 - through the induction of ECT's and other new staff
 - through the provision of professional advice, support and the identification of training needs and the development of a CPD programme that meets these needs
- To demonstrate effective leadership, representation and liaison both within the school and to interested or involved persons or bodies
- To maintain good relationships with individuals, groups and associations of staff including trade unions

6. The management of resources

- To contribute to the formulation of the school's policies and procedures concerning resource management
- To allocate, control and account for those financial and material resources of the school which are delegated by the Headteacher
- To promote an attractive learning environment which stimulates learning and high standards of behaviour and enhances the appearance of the school
- To contribute to arrangements for the security and effective supervision of the school
- To maintain effective working relationships with external agencies and services contracted to the school and the Local Authority

7. Relationships

- To advise and assist the governing body as required in the exercising of its functions including attending meetings and producing reports
- To assist liaison and co-operation with Authority officers and support services
- To help in maintaining and developing effective communications and links with parents/carers to provide positive responses to concerns and problems regarding their children's education
- To enable liaison with other educational establishments to promote the continuity of learning, progression of achievement and pastoral development of students
- To assist liaison with other professional bodies, agencies and services
- To develop and maintain positive links and relationships with the community, local organisations and employers:
 - To promote a positive image of the school
 - To ensure that the school plays a constructive role in the life of the community and that its curriculum draws on the nature and resources of that community

The applicant will be required to safeguard and promote the welfare of children and young people

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiations with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document as they relate to Deputy Headteachers.