

## Job Description

**Post:** Deputy Head of School: Quality JD Ref: VP2  
**Responsible to:** Head of School  
**Salary:** L20 to L26

The main purpose of this post is to provide strong leadership for teaching and learning, curriculum, data and quality assurance across the Academy. This post will also involve the direct line management of the Directors of subjects.

### Main responsibilities of the post include:

- To ensure the curriculum is innovative, fit for purpose and supports all students.
- To ensure that students are prepared for later life.
- Accountable for the effectiveness of self evaluation systems across the Academy.
- Accountable for teaching and learning support across the Academy.
- To ensure the Academy provides effective teaching and learning in order to meet the needs of its students and to raise standards.
- To monitor the effectiveness of teaching and learning within the Academy.
- To lead innovation in teaching and learning in order to further raise standards.
- To lead Performance Management.
- To ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To oversee and management of Academy Literacy, Numeracy and ICT strategies.
- To ensure effective induction of new staff in line with Academy policy.
- To lead on all aspects of Quality Assurance including learning, self evaluation systems, policies and procedures.
- To ensure the effective use of data to inform actions.

### Specific Responsibilities:

#### *Strategic Leadership*

- To lead and provide direction on all aspects of teaching and learning.
- To lead, give direction and sustained emphasis to quality assurance.
- To lead curriculum development.
- To lead the effective use of data.

- To oversee and guide the development of appropriate marking policies, assessment and teaching and learning strategies.
- To monitor and evaluate the work of line managed subject areas, in line with agreed academy procedures including evaluation against quality standards and performance criteria.
- To lead the Academy Improvement Group.

#### *Operational Role (To ensure that...)*

- The teaching and learning agenda of the academy is fully realised.
- Issues arising from Performance Management and internal and external reviews are identified and appropriate action taken.
- All key duties of the leadership team are complete and positivity modelled.
- An appropriate learning rewards system is developed and implemented.
- All systems are effective and efficient and support the learning of students and the teaching of staff.
- Line managed staff and subjects operate efficiently and effectively.

#### *Quality and Standards*

- To lead on the development and implementation of Quality Assurance Strategies that ensure high quality standards, curriculum and implementation.
- To set high expectations for staff in all areas managed.
- To participate in all internal and external reviews that relate to areas of responsibility-leading them where appropriate.

#### *Coaching and Support*

- To plan and monitor the training and development of staff on all aspects of teaching and learning.
- To plan and monitor the coaching of and support for colleagues in the exercise of their responsibilities for teaching and learning.
- To plan and monitor the training and development of the members of the Governing Body with an interest in and/or responsibility for teaching and learning.
- To assist the governors in making strategic decisions about the provision teaching and learning, curriculum, data and QA.

**The Vice Principal will deputise for the Principal (in matters relating to teaching and learning) in their absence and undertake other duties in line with the nature of this post.**

**This document is considered to provide an outline of the areas that this role involves and should be read in conjunction with the roles and responsibilities breakdown. This document does not preclude the post holder developing systems and structures not specifically mentioned but related to his/her broad areas of responsibility. S/he will also undertake supervision duties at lunchtime, as well as before and after the academy day.**