

Deputy Headteacher – Curriculum and Quality of Education

Role Specific Responsibilities

1. To ensure that St Aidan's Church of England High School has an outstanding and innovative curriculum for all students from Year 7 – 13 through careful planning, design, intent and implementation.
2. To lead on curriculum decisions that ensure the curriculum is compliant with all national expectations including those dictated by the DfE and the Diocese.
3. To be fully aware and responsible for the dissemination of information in relation to curriculum development to relevant parties.
4. To plan and lead curriculum focussed meetings in collaboration with the extended leadership team.
5. To quality assure the whole school literacy and numeracy strategies.
6. To lead on tracking and monitoring the academic progress and attainment of all students across the school.
7. To quality assure the academic provision for all students including those in receipt of the Pupil Premium and those with an EHCP.
8. To ensure all students receive the highest standards of education through the implementation of high-quality teacher development, CPD, and performance management.
9. To quality assure the leadership and management of the staff development process for all teaching staff and teaching assistants.
10. To line manage Assistant Headteachers and Directors of Learning as directed by the Headteacher.
11. To embed the teaching and learning principles, learning modes, and other pedagogical initiatives throughout the whole school. Be able to implement these initiatives and report on their impact and contribution to student outcomes.
12. To lead on the process of target setting.
13. To support with the production of the school timetable as necessary.
14. To lead the options process from KS3 to KS4 and to support the process from KS4 to KS5.
15. To contribute to the production of school improvement documentation as directed by the Headteacher.
16. To attend and present at Governors meetings, trust meetings and other stakeholder events as directed by the Headteacher.
17. To quality assure the process of assessment from years 7 to 13.
18. To quality assure the process of feedback from years 7 to 13.
19. To be responsible for the review of all external examination results and the statistical analysis of this data against national benchmark figures.
20. To contribute to the production of the school calendar in collaboration with other members of the senior leadership team.
21. To liaise with parents, when necessary, around all aspects of curriculum, timetable and staffing queries.

This job description forms part of the contract of employment on appointment. It will be subject to review and may be amended at any time after consultation, and with the agreement of the postholder.

[January 2025]