



Post title: Deputy Head Teacher – Curriculum, Teaching and Learning Leader

Hours: full-time

Contract type: permanent

Responsible to: Headteacher

Main Purpose:

- Under the direction and in support of the headteacher, to ensure that the school fulfils its aims for excellence in teaching & learning & enables all pupils to achieve
- Work alongside and support the headteacher to continue to develop a culture where individuals feel valued & personal development is encouraged
- Work alongside and support the headteacher to achieve the aims & objectives set out in the school's development plans & the school's vision
- Have high expectations of yourself & work with the headteacher to ensure that staff & pupils continually seek to improve & have high expectations of themselves & others
- Keep governors informed about the development of your areas & encourage their involvement so that they can effectively evaluate progress against development plans
- Support, sustain and develop the Christian values and distinctiveness of the school

Duties & responsibilities:

Strategic direction/ management of the school:

- To assist the headteacher in shaping a vision and direction for the school, setting out very high expectations and with a clear focus on pupil achievement
- Deputise in the strategic and operational running of the school in the absence of the headteacher
- Act as Deputy Designated Safeguarding Lead and member of Safeguarding Team
- Support the headteacher in evaluating the school's provision & performance
- Facilitate effective communication within your team so that all team members are well informed & feel valued
- Work as a member of the Senior Leadership Team in leading & managing the school in order to secure continued school improvement
- Under the direction of the headteacher, monitor & review policies & their implementation
- Monitor the safeguarding of educational visits and learning outside the classroom as Educational Visits Co-ordinator

- Line manage Teaching Assistants
- Undertake annual Performance Management with allocated team, setting targets linked to the school development plan
- Publicly supporting all decisions of the headteacher and governing body

Pupils:

- Support & monitor attainment so that pupil targets are met
- Work with the headteacher to ensure effective behaviour management & pastoral care of pupils throughout the school
- Ensure equality of access to the curriculum for all pupils

Teaching:

- Carry out the duties of a teacher as set out in the most up-to-date Pay and Conditions Document, demonstrating the Teacher Standards
- Be an outstanding role model and act as a leading classroom practitioner and inspiring and motivating other staff
- Monitor teaching & learning so that the school's targets for standards of teaching are achieved
- Improve the quality of teaching by providing further training opportunities for staff, liaising with outside agencies & other schools & remaining up-to-date with developments & initiatives thereby enabling the school to meet its targets to develop other staff through mentoring & coaching

Curriculum:

- Lead & support the curriculum team of subject leaders to develop the school's curriculum within the context of the national curriculum & the aims of the school
- Oversee curriculum design & delivery to ensure and encourage innovation, coverage, progression & continuity
- Support the maintenance of effective systems of planning, assessment & record keeping
- Use data to monitor pupil progress across the curriculum, and then identify and quality assure intervention strategies to raise achievement

Ethos:

- Embody the school's vision & aims in daily practice
- Maintain morale & confidence & set an example of professional standards
- Foster a sense of community within the school including forging & nurturing relationships with all pupils & members of the school community
- Build partnerships with parents & carers of pupils so that they fully understand & support the school in its work with pupils
- Support the positive benefits of living within a culturally & ethnically diverse society
- Build and develop professional networks of colleagues in other schools/settings to enable collaboration for the benefit of staff and pupils
- Lead by example, demonstrate Christian vision and values in everyday work and practice

Equal Opportunities & Inclusion:

- Be committed to inclusive school practices & equality of opportunity so that all members of the school community are able to fulfil their potential

General requirements:

- Undertake any professional duties commensurate with the grade of the post

- Show commitment to the school, its inclusive ethos and equal opportunities for all in the school community, opposing strongly any form of discrimination
- Maintain awareness of and comply with all relevant school policies –particularly any matters relating to confidentiality, Safeguarding, Health & Safety or Equal Opportunities.
- Develop and maintain relationships with parents and carers, as well as all other external agencies and stakeholders
- Participate in relevant meetings – with the headteacher, SLT, LT, governors and staff teams.
- Take a lead in operational issues, such as arranging cover and compiling meeting agendas
- Support and attend whole school events, such as PTA events, open days and performances

Notes:

- This job description outlines duties which are in addition to those detailed in the duties of a school teacher as per the Teachers' Standards
- It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out
- The job description may be amended at any time in consultation with the post holder

Person Specification

	Essential	Desirable
Qualifications/ Professional Development	<ul style="list-style-type: none"> • Degree • Qualified Teacher Status • Experience of leading training for others • A commitment to personal continuing professional development 	<ul style="list-style-type: none"> • Further role-related CPD • NPQSL • NPQH • DSL training
Experience	<ul style="list-style-type: none"> • Proven track record of successful leadership and management in curriculum innovation • Successful teaching practitioner • Experience of teaching across different age phases of primary school • Involvement in school self-evaluation and development planning 	<ul style="list-style-type: none"> • Experience of preparing children for end of key stage assessments • Demonstrable experience of successful line management and staff development • Experience of managing the performance management process
Skills and Understanding	<ul style="list-style-type: none"> • Data analysis skills, and the ability to use data to set targets and identify areas for development • Understanding of high quality teaching, and the 	<ul style="list-style-type: none"> • An interest in educational developments, including the investigation of innovative ideas and approaches that will benefit the pupils and staff at the school

	<p>ability to model this for others and support others to improve</p> <ul style="list-style-type: none"> • Understanding of school finances and financial management • Effective communication and interpersonal skills • Ability to communicate a vision to inspire others • Ability to build effective working relationships 	
Personal Qualities/aspects	<ul style="list-style-type: none"> • Commitment to achieving the best possible outcomes for all children, and promoting the ethos and values of the school • Ability to work under pressure and prioritise effectively • Commitment to safeguarding and equality 	<ul style="list-style-type: none"> • Viewed by others as a positive and outstanding role model and visionary with regards to the quality of teaching and learning and the curriculum • An understanding of the Christian distinctiveness of Church of England schools and the willingness to support this ethos.