**THE NORTH AND SOUTH WEST DURHAM LEARNING FEDERATION**

**The Oaks Secondary School**

**POST OF DEPUTY HEADTEACHER**

**QUALITY OF EDUCATION**

**JOB DESCRIPTION**

Group: 7

I.S.R.: L18-22

This is primarily a non-teaching post, although teaching duties may be required from time to time.

The post holder is member of the school’s Senior Leadership Team and will be required to undertake such duties as may reasonably be directed by the Headteacher in accordance with the current “School Teachers’ Pay and Conditions” document. In particular, you will be required to:

1. Deputise for the Head of School;
2. Assist the Head of School:
   1. To produce, implement and evaluate the School Improvement Plan adopted by the School Governing Body;
   2. In the production, implementation, monitoring and review of policies adopted by the School Governing Body;
   3. To plan and implement a structured cycle of school self-review, as agreed by the Governing Body;
   4. To support and promote the wellbeing of staff;
   5. To ensure that the statutory duties of the school in terms of the Special Educational Needs Code of Practice are met;
3. Work with the Head of School to implement the policies of the Governing Body to promote high standards of educational achievement and behaviour;
4. To lead on Curriculum across the school, focussing on Curriculum intent by

* Working with subject leaders and teachers to develop sequential curricula detailing knowledge and application to be taught within each year group across all 5 pathways
* Working with subject leaders, lead the development of consistent schemes of learning across all subjects and all pathways which provide detail about what will be taught in each term. Schemes should allow pupils the opportunity to revisit learning where knowledge has not been committed to long term memory
* Working in collaboration with the Assistant Head who leads Assessment Recording and Reporting, ensure that pupil progress across the curriculum is recorded and that the assessment and recording systems can be used to show gaps in learning, or where overlearning is necessary.
* Working in collaboration with the Deputy Head who leads Curriculum Implementation, ensure that the curriculum in each area is quality assured.
* Collaborate with the Deputy Head for Curriculum Implementation to monitor and evaluate the curriculum, ensuring that it is relevant for each cohort.

1. Act as the school’s Designated Safeguarding Lead, keeping all staff training up to date and leading on all aspects of the school’s safeguarding policies and procedures, including reporting to governors.
2. Be responsible for the effective use of staff and other resources within the school including the production of teaching timetables and the organisation of cover arrangements for absent staff.
3. Act as a performance appraiser for the appraisal of identified staff.
4. Act as the school’s Data Protection Officer
5. Take the lead in matters relating to pupil attendance, working in partnership with the school’s HLTA for Attendance to improve attendance across the school.

(j) Undertake sickness monitoring tasks as required relating to staff

(k) Any other reasonable duties which may be asked by the executive head teacher to ensure the smooth running of the school

The Oaks Secondary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are made in accordance with safer recruitment practices and the statutory guidance in Keeping Children Safe in Education. Online checks will be carried out on all shortlisted candidates, and all appointments are subject to an enhanced DBS check, satisfactory references and checks regarding suitability to work with children.