

JOB DESCRIPTION – DEPUTY HEADTEACHER: TEACHING AND LEARNING

Job Purpose	In consultation with the Head of School, lead and manage the development of teaching and learning, including teaching CPD, engagement with the Redhill Trust Teaching School Alliance in order to raise the standards of Teaching and Learning to raise standards at The Carlton Academy. To lead the quality assurance of the Teaching and Learning offer at the school and provide effective, impactful intervention where required. Work with other members of the senior leadership team to formulate aims, objectives and strategic plans for the school's continued development and improvement, and take the lead in maintaining and enhancing the values and ethos of The Carlton Academy. Promote the highest standards of student behaviour, attendance and punctuality, conduct and attitudes at all times. As a member of the senior leadership team, act as a role model of professional conduct and presence with colleagues, students, parents and the wider community.
Main Responsibilities	Deputise for the Head of School in their absence. Strategic leadership and development of the teaching and learning provision, which meets the needs of all students in the school through: • meeting all statutory requirements • offering equal opportunities to all students; including those with special and additional needs, and providing stretch and challenge for students of all abilities at all key stages • fostering student enthusiasm for learning and recognising progress and achievement • encouraging students to continue their learning outside of conventional lesson time; through further independent research /study and high quality extra-curricular activities • Supporting staff with their continuous self-development in relation to the quality of their work at the school Lead the quality assurance processes at whole school, departmental and classroom level in line with Trust policies including the annual review process Lead the teaching staff appraisal process including target setting, mid cycle and end of year reviews providing the Head of School with recommendations for progression as per the school policy Lead and develop the CPD offer at the school focusing on key whole school strategies for improvement along with maintaining high levels of engagement with the RTSA offer for all staff Line manage the NQT Manager in school and be responsible for RQTs, developing a tailored programme for their development post NQT completion

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	Lead the new staff induction process for all teaching staff Lead the whole school homework strategy Lead the whole school eLearning and cloud strategy to enhance sharing, collaboration and raise standards of achievement and improve efficiencies Lead and line manage the whole school leads for literacy, numeracy and reading Line Manager the AHT Curriculum with responsibility for CEIAG, PSHE, RSE Lead the whole school tutorial and assembly programme in line with the school DRIVE and Pledges agenda Lead on aspects of the School Improvement Plan as directed and provide evidence of impact. Leadership of the Curriculum Middle Leaders group. In addition, to undertake whole school responsibility in specific areas as designated by the Head of School.
Operational and strategic responsibilities	Line management of specific Heads of Faculty. Line management of a designated Head of House. Contribute to the effective day to day management of the school including organising and carrying out supervisory duties. Be a high profile presence during the school day and at school events. Represent the school within the local and wider community as required. Contribute to student tracking systems and intervention plans and keep up-to-date student records as may be required. Inform appropriate staff regarding student concerns and make recommendations as to how these may be resolved. Communicate, as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff. Make use of analysis and evaluate performance data provided by SISRA and other packages. Identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on actions taken.
Other responsibilities	Uphold and promote the values and the ethos of the school. Implement and uphold the policies, procedures and codes of practice of the school, including data protection, health & safety and safeguarding. Participate and engage with workplace learning and development opportunities, working to continually improve own performance and that of the school. Monitor and challenge professional standards within the school. Support the development of colleagues through monitoring, mentoring and coaching. Participate in the interview process for teaching posts when required and support effective induction of new staff in line with school procedures.



The Carlton
Academy

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	Promote teamwork. Attend and participate in relevant meetings as appropriate. Undertake any other additional duties commensurate with the grade of the post as directed by the Head of School and/or their representative.
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