



CANDIDATE BRIEF
DEPUTY HEADTEACHER
CURRICULUM

LETTER FROM THE HEAD TEACHER

21st September 2022

Dear Applicant

I am delighted that you are expressing an interest in working at Queensmead. I took up the position of Head Teacher in 2009 and it fills me with pride when I reflect on what we have achieved in this time and how we continue to build on our excellent work.

Queensmead is a very successful school and we are very proud of the outstanding outcomes secured by our students over the past years. We serve a diverse community and the fact that we are oversubscribed shows our enduring popularity. We are committed to ensuring that every student at Queensmead excels and has the very best start in life. Our standards are high and our expectations are clear and consistent.

As the Deputy Head Teacher with responsibility for the curriculum, it will be your responsibility to inspire, motivate and direct the curriculum leaders, in addition to developing the curriculum that our students deserve. We expect you to play a crucial strategic role as a member of the Senior Leadership Team, helping to drive the school's ambition and vision. You will report directly to me as Head Teacher and I will expect you to demonstrate a very high degree of independence and initiative.

We are committed to your professional development and providing you with the opportunities and support to progress in your career. I wish you luck with the application process and invite you to visit us and see the school for yourself. Indeed, it was the students and the team that inspired me and many others to join Queensmead! If you have any questions on the recruitment process, please email **recruitment@qmschool.org.uk** or visit our website **www.queensmeadschool.org.uk**

Yours sincerely



Rhona Johnston
Head Teacher

HOW TO APPLY

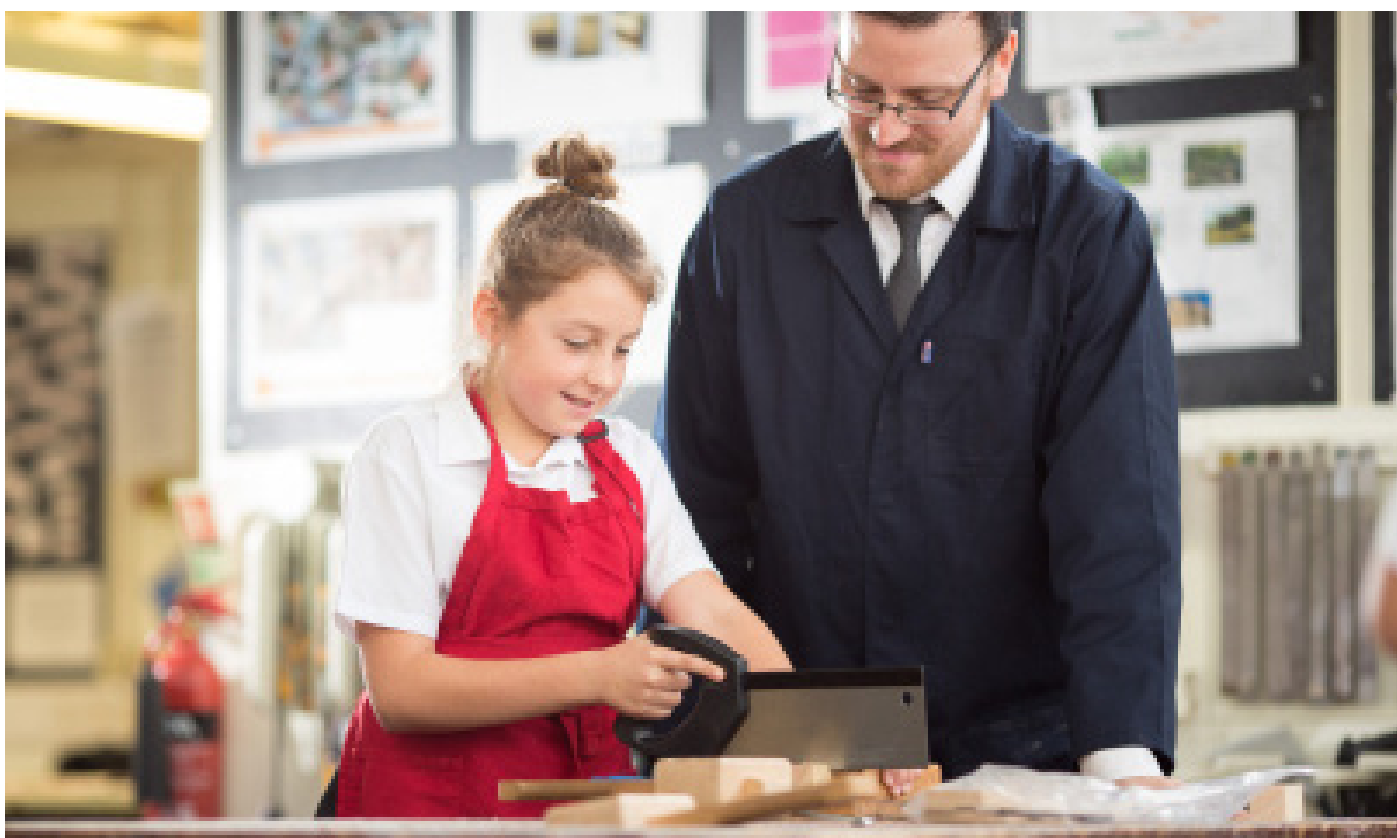


Applications must be received by **9am** on **Wednesday 5th October 2022**.

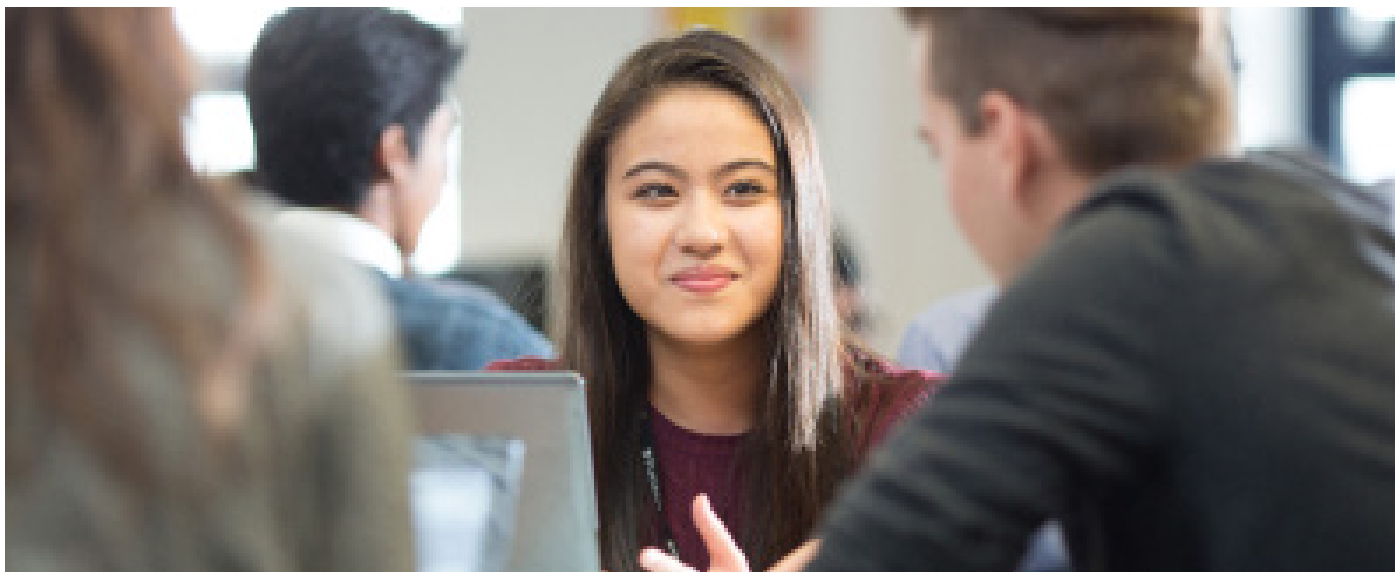
Interviews will be held on **10th and 11th October 2022**.

Please email your completed application form and covering letter for the attention of Miss R Johnston, Head Teacher, to: **recruitment@qmschool.org.uk**

If you have any questions, please email **recruitment@qmschool.org.uk**



JOB DESCRIPTION



The Deputy Head Teacher (Curriculum) is responsible for the delivery, development and strategic direction of the curriculum at Queensmead School. To this end they will carry out the responsibilities outlined below. This is not meant to be an exhaustive list or exclusive of any reasonable duty required to foster the enhancement and improvement of the curriculum.

1. Safeguarding

- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Note: In addition there are specific responsibilities associated with particular year groups

2. Student Performance

- To promote high standards for all students, overcoming disadvantage, instilling a strong sense of accountability in staff for the impact of their work on students' outcomes
- To manage the monitoring of the academic progress of individual students in each year group. Identification of underachieving students and implementation of strategies to improve attainment
- To liaise with the SEN Co-ordinator over both academic and social needs of certain students and to be involved with special educational needs provision within the school

3. Leadership and Management

- To assist the Head Teacher in providing inspiration, motivation and a vision for the students, staff, governors and parents of the school
- To promote the ethos, aims and objectives of the school to secure effective teaching, successful learning and achievement by students and staff
- To contribute to the school development planning process to ensure that students achieve high standards and make progress, increase teachers' effectiveness and secure school improvement
- To line manage some of the Assistant Head Teachers and Heads of Department
- To chair meetings of curriculum leaders
- To support the Head Teacher in the appointment, deployment and development of staff to make most effective use of their skills, expertise and experience and to ensure that all staff have a clear understanding of their roles and responsibilities
- To establish priorities for expenditure and monitoring the effectiveness of spending and usage of resources with a view to achieving value for money
- To contribute to the management of key school events; for example, open evenings, options evenings, outings, extra curricular and social events

- To act as a role model for other staff by demonstrating high quality teaching and learning, a commitment to continuous professional development and a professional presence within the school

4. Curriculum

- To design and deliver a compelling vision for a broad and ambitious curriculum
- To develop an inclusive and flexible curriculum offering at all age groups in line with the forward-thinking ethos and philosophy of Queensmead School in line with national guidance
- To ensure that academic standards and outcomes are suitable for all students and promote an environment that seeks to bring the best out of every individual
- To collaborate with and hold accountable curriculum leaders in securing successful implementation of all aspects of curriculum intent
- To ensure that staff, students and parents have a clear understanding of the intent behind, methods of implementation and impact of the curriculum
- To evaluate and monitor the success of the school curriculum and identify priorities and strategies for improvement

5. Staff Development

- To demonstrate a commitment to improving the quality of learning and teaching across the school
- To be proactive in staying abreast of sector developments and current research relating to curriculum development
- To empower and guide curriculum leaders across the school in order to facilitate the best outcomes for students in all subject areas

6. Communication

- To make a contribution to Staff Briefing meetings, the Bulletin and the Calendar
- To make a contribution, appropriate to the level of this post, to the school assembly programme, maximising staff and student participation where possible

7. Home-school Liaison

- To promote, organise and lead options evenings and aspects of other open evenings; to monitor and encourage parental attendance at these events

8. Teaching and Learning

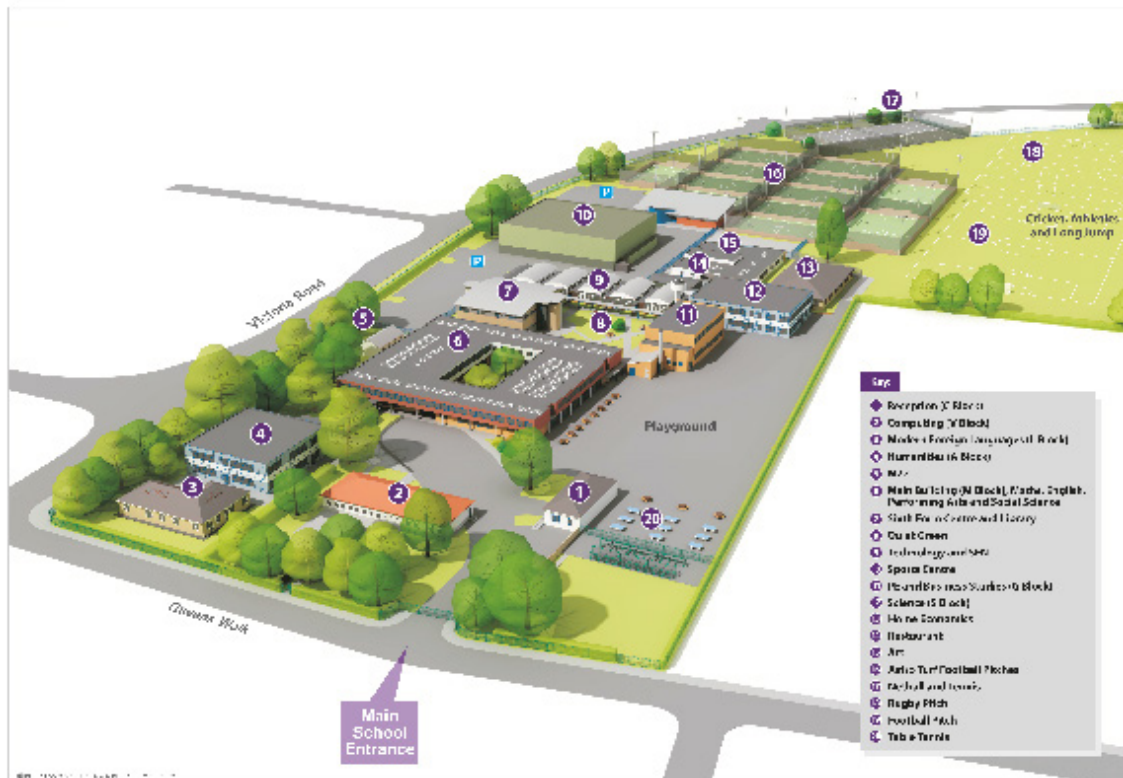
- To promote the highest standards of teaching and learning within your own subject area and across the school
- To assist with the process of monitoring and evaluating the quality of teaching across the school
- To be a visible presence in the school on a day-to-day basis, contributing to the good discipline throughout the school and to help all students recognise the need for responsible and tolerant behaviour, both inside and outside the school
- To support and contribute to the extra-curricular life of the school

9. General

- To provide information and advice to the Head Teacher and Governing Body and support proper accountability processes throughout the school
- To support the Head Teacher in all activities to promote the school in the wider community by assisting with planning and organisation of events as required by the Head Teacher
- To support the Head Teacher by attending Governing Body meetings and Committee meetings as required
- To deputise for the Head Teacher as required
- To carry out the duties of a teacher as set out in the current STPCD
- To carry out the duties of a classroom teacher as detailed in the school's class teacher job description
- To take on any additional responsibilities which might from time to time be determined by the Head Teacher

QUEENSMEAD

excellence through learning



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