

Glebe School

An ambitious, inspirational trust, providing outstanding learning and support

JOB DESCRIPTION

Deputy Headteacher

Curriculum Lead

Core Purpose	<ul style="list-style-type: none">• The Deputy Headteacher is responsible to the Head for all curriculum and timetable matters, whilst playing a key role in the academic vision and direction of the school• To oversee and have overall responsibility for exams in the school• Responsible for setting whole school performance targets as well as tracking, monitoring and analysis of these that ensures timely interventions so that all pupils are able to achieve their planned outcomes• Responsible for the quality assurance of the school curriculum and the outcomes of pupils• Responsible for the operational day-to-day running of the school• Responsible for leading the school in the absence of the Headteacher• Responsible for overseeing teaching training programmes• To lead on and ensure the school is continually improving through collaborative partnerships with schools and other educational organisations• To ensure that the school complies with outstanding safeguarding procedures and principles as detailed by local and national policy• To ensure that teaching and behaviour standards are exemplary across the school• To ensure that pupil conduct, attitudes to learning and recognition and achievement is outstanding• To line-manage the Assistant Headteacher, Lead Practitioner/s, Exams Officer and other staff in their respective areas• To ensure all core policies and procedures are regularly reviewed and updated• To work closely with the Headteacher to ensure that the school curriculum is regularly reviewed, implemented and changed when necessary• To work closely with the Headteacher to develop the expansion of the school• To be responsible for school quality assurance procedures and ensuring that the school is always Ofsted ready• To be responsible for creating a culture of reflection through pedagogical and leadership research that is shared and embedded across the school• To ensure all strategies and initiatives are based around accurate analysis of data• To work positively with families/carers and other stakeholders• Alongside the Headteacher, lead on the school recruitment process, and participate in staff induction
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<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Hard working, reflective and able to demonstrate resilience in the most testing of times • Understands how children learn best and never gives up on them • Flexible with a good sense of humour and an understanding of the bigger picture • Can effectively coach, mentor and work alongside others • Understands the communities that we serve and be resilient in the face of challenges that working in a fast-paced SEN school can bring • A thinker and innovator who can take risks and has the initiative to make a project their own • An excellent communicator, who is able to motivate and support staff • A team player who listens to others and understands the value of collaboration as essential to school improvement • A leader with vision and with an innate understanding that school improvement has to be continuous • A confident and articulate leader
<p>Other Duties and Responsibilities</p>	<ul style="list-style-type: none"> • Communicate the school’s vision compellingly and support strategic leadership • Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils • Build positive relationships with all members of the school community, showing positive attitudes to them • Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally • Work with political and financial astuteness, translating policy into the school’s context • Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes • Inspire and influence others to believe in the fundamental importance of education in young people’s lives and to promote the value of education • Maximise the contribution of staff to improve the quality of education provided and standards achieved and ensure that constructive working relationships are maintained between staff and pupils • Ensure excellent teaching in the school, including through training and development for staff and by detailed feedback from lesson observations • Leading on the curriculum committee, report to trustees regularly on key school performance indicators • Hold all staff to account for their professional conduct and practice • Establish a culture of ‘open classrooms’ as a basis for sharing best practice • Create an ethos within which all staff are motivated and supported to develop their skills and knowledge • Ensure high quality, engaging CPD that staff attend and which increases their knowledge and understanding of SEND, safeguarding and behaviour

- Ensure a reasonable life/work balance for teachers and other members of staff, with regards to work expectation
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice
- Model entrepreneurial and innovative approaches to school improvement and leadership
- Support distribution of leadership throughout the school as directed by the Headteacher
- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
- Ensure that parents and pupils are well-informed about curriculum matters
- Create an outward-facing school which works with other schools and organisations to secure excellent outcomes for all pupils
- Seek training and continuing professional development to meet own needs
- Work with senior colleagues to develop and effectively implement school policies
- Have a visible presence throughout the school including at daily duties for break and lunch
- Comply with all school policies
- Ensure that appropriate risk assessments are undertaken before sanctioning and participation in any potentially hazardous activity
- Undertake any other duties as reasonably requested by the Headteacher