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| **Job Title** | **Deputy Headteacher**  **Policy and Practice** | **Assistant Headteacher**  **Quality of Teaching, Teacher Education and Staff Development** | **Assistant Headteacher**  **Learning, Assessment, Data and Progress** | **Deputy Headteacher**  **Christian character and Academic Purpose** |
| **Responsibility & Purpose** | Policies and practices  Professional standards  Parental engagement & home-school communication  Pastoral leadership  Primary-secondary transition | Leadership at KS3  *Whole school:*  Culture of high aspirations/expectation  CPD and ITT / ECF  Staff development  Review of teaching and learning  Developing staff use of technology | Leadership at KS4  *Whole school:*  System of assessment  Progress data  Reports  Exams | Curriculum leadership  Curriculum development  KS3 – foundation  KS4 – range  6th Form – depth  Sixth Form – vision, & future direction  Developing the school’s Christian character & calling |
| **Teaching** | 8/30 | 12/30 | 12/30 | 8/30 |
| **Planning**  **and Development** | * Pastoral provision & leadership * Attendance * Discipline * Pupil Support * Pupil Welfare * PPG and Disadvantaged pupils * Safeguarding * Health & safety * KS3 curriculum * Oversight of SEND * Staff appraisal * Communication with parents * Relationship with primary schools | * ITT * Development of teaching * Staff needing support * Teaching review + leadership of teaching and formative assessment * CPD * Work with external providers * KS3: vision, organization, teaching, learning, assessment, achievement & progress * Website & public communication | * 14-16 * Leading learning * Assessment, recording and reporting * Public Exams * KS4: vision, organisation, planning, teaching, learning, assessment ; achievement & progress * Target-setting * Progress data * Tracking at all Key Stages * Understanding of summative assessment * Mentoring | * Curriculum needs, staffing and plan * 16-19 policy, curriculum, progression * ICT strategy * Sixth Form retention and recruitment; pastoral care; teaching; learning; assessment; achievement * Careers * Gifted & Talented * Curriculum review * Timetable * Equality action plan * School Council * Extra-curricular activities |
| **Departments** | To be assigned in a way which fits with the agreed responsibilities above. | | | |