

# INVICTUS

Education Trust

## JOB DESCRIPTION

**JOB TITLE:** Deputy Headteacher - Quality of Education

**DEPARTMENT:** Invictus Trust

**SALARY RANGE:** Leadership scale - L18 – L22

**REPORTING TO:** Headteacher

**RESPONSIBLE FOR:** Assistant Headteachers and Heads of Department

**LIAISING WITH:** CEO, Headteachers, Senior Leadership Team, Governors, teaching and support staff, outside agencies, and the Trust's central team

**Main purpose:**

- As a senior leader, to assist the Headteacher in the strategic and operational management, development and leadership of the school, and ensure the achievement of our vision, ethos, aims and objectives within the context of Invictus Trust's strategic and development plans
- To lead on all aspects of the Quality of Education including teaching and learning, assessment and curriculum planning
- To lead on a range of responsibilities within the school and to develop, maintain and operate appropriate systems for quality assurance in all aspects of our operations
- To lead on the implementation of the school's approach to curriculum planning and sequencing so that the intent is clear and gaps in students' knowledge and skills are addressed, and excellent progress is seen over time
- To ensure students receive an ambitious and well planned and structured curriculum
- Maintaining high quality curriculum leadership through delivery of Leadership Team Meetings
- Maintaining high quality curriculum leadership through management of curriculum and the Monitoring, Evaluation and Review Cycle
- Lead on raising teaching and learning standards and ensure that data is used effectively to secure positive outcomes for students
- To lead and develop the quality assurance process of teaching and learning in the school

	<ul style="list-style-type: none"> <li>• To lead and manage the school’s Teaching and Learning programme and develop, lead and manage effective strategies to improve and ensure outstanding standards of teaching across the curriculum and all Key Stages</li> <li>• To articulate both strategic vision and the operational needs with conviction and clarity, so that the school leadership teams, staff and students understand the direction of school improvement</li> <li>• To ensure implementation of an effective timetable, with appropriate use of resources to deliver a high-quality experience for students and staff</li> <li>• Be a leading professional in the school</li> <li>• Contribute to school quality assurance through the school development plan, evaluation and review of policies</li> <li>• Managing staff and resources and monitoring progress towards the achievement of school aims</li> <li>• Lead on and develop the shared vision for the school</li> <li>• Undertake any professional duties the Headteacher reasonably delegates</li> <li>• The post holder is required to carry out the duties of a school teacher as set out in the School Teachers’ Pay &amp; Conditions Document</li> <li>• Take full responsibility for the school in the absence of the Headteacher</li> </ul>
<b>MAIN DUTIES:</b>	
<b>Curriculum Development</b>	<ul style="list-style-type: none"> <li>• To devise the curriculum and assessment strategy and provision, taking account of curricular theory and local priorities</li> <li>• To ensure that curriculum planning, development and delivery meets the needs of all students within the school</li> <li>• Leadership of curriculum training and development (whole school)</li> <li>• Responsible for the implementation of a results driven CPD programme. Developing the leadership skills of subject leaders through CPD and the setting of challenging targets for improvement</li> <li>• To Lead Head of Department Meetings</li> <li>• To secure continual improvements in teaching, leaders’ evaluations of teaching and its impact on learning</li> <li>• Play a leading role in the school improvement planning process, taking account of the agreed priorities of the school</li> <li>• Support strategic leadership over the use of Information Communications Technology to support effective learning and teaching</li> <li>• To improve the effectiveness of Middle Leadership by designing, implementing and evaluating focussed CPD opportunities</li> <li>• Reporting to Executive Leadership Teams (including CEO, Head Teacher and Governors) on quality of curriculum provision</li> <li>• Empower a culture and ethos of challenge and support where all students can achieve success and become engaged in their own learning</li> <li>• To support colleagues and subject leaders in developing schemes of learning, short- and medium-term planning</li> </ul>
<b>Leading Teaching &amp; Learning</b>	<ul style="list-style-type: none"> <li>• Establish creative, responsive and effective approaches to learning and teaching</li> <li>• Lead on the monitoring, evaluation and review of classroom practice and promote improvement strategies</li> <li>• Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community</li> <li>• Work with the Headteacher to raise standards through staff performance management</li> <li>• Develop and review systems to ensure robust evaluation of school performance, progress data and actions to secure improvements comparable to appropriate national standards</li> <li>• Ensure that personal development and student well-being is a strong focus of lessons taught</li> <li>• Quality assure teaching and learning to ensure high standards are maintained</li> <li>• Quality assure student achievement and outcomes</li> <li>• Liaise with the Headteacher and Governors on staffing issues to ensure the quality of teaching and the standards of student achievement are maintained</li> </ul>

	<ul style="list-style-type: none"> <li>• Participate in the selection and appointment of the teaching and support staff of the school</li> <li>• Challenge underperformance at all levels and ensure effective corrective action and follow-up</li> <li>• To support staff in making sure high-quality intervention programmes are in place when underachievement is identified</li> </ul>
<b>Operational</b>	<ul style="list-style-type: none"> <li>• Promote and protect the health and safety welfare of students and staff</li> <li>• Take responsibility for promoting and safeguarding the welfare of children and young people within the school</li> <li>• Be a visible presence around the school on a day-to-day basis</li> <li>• Ensure that relevant school policies are understood and implemented</li> <li>• Monitor and support vulnerable students</li> <li>• Enhance parental engagement</li> <li>• Lead assemblies</li> </ul>
<b>Quality Assurance</b>	<ul style="list-style-type: none"> <li>• Report to the Headteacher and Governors on all aspects of line management responsibilities</li> <li>• Identify appropriate school development needs and monitor progress against these foci</li> <li>• Provide relevant information relating to student performance</li> <li>• Ensure the behaviour management system is implemented and effective learning can take place</li> <li>• Evaluate the impact of all improvement activities and to report on the outcomes</li> </ul>
<b>Staffing and Resources</b>	<ul style="list-style-type: none"> <li>• Manage resources of staff, accommodation, money and equipment effectively and efficiently and to monitor budgets</li> <li>• Line manage designated staff within the school with agreed policy and practice, and monitor the impact of initiatives</li> <li>• Undertake performance management and appraisal reviews for teaching and support staff</li> <li>• Line-manage other staff as indicated by the Strategic Leadership Team roles</li> <li>• Actively monitor and respond to developments and initiatives at national, regional and local levels</li> <li>• Contribute to the recruitment and induction of new staff</li> <li>• Promote teamwork and effective working practices</li> </ul>
<b>Other professional requirements:</b>	<ul style="list-style-type: none"> <li>• Establish and maintain regular communication in the Trust</li> <li>• Communicate with parents/carers and outside agencies where appropriate</li> <li>• Attend professional meetings as required</li> <li>• Carry out duties as required</li> <li>• Be responsible for personal professional development and to keep up to date with educational initiatives that impact on the school</li> <li>• Attend Governors Committees as appropriate</li> <li>• Actively engage in the performance management process</li> <li>• Take part in the school's staff development programme</li> <li>• Attend and contribute to meetings and school events in accordance with the school calendar</li> <li>• Work as a part of a team and positively contribute to effective working relationships</li> <li>• Take part in school events such as Open Evenings, Parents' Evenings, Information sessions</li> </ul>
<b>Other Specific Duties</b>	
<ul style="list-style-type: none"> <li>• Play a full part in the life of the Trust community, to support its vision, mission and values</li> <li>• Be an ambassador of the Invictus ethos and to encourage and ensure staff and students follow this example</li> <li>• Be courteous to colleagues and be welcoming to visitors</li> <li>• Comply with the Trust's Health and Safety Policy and undertake risk assessments as appropriate</li> </ul> <p>Whilst every effort has been made to outline the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to carry out any reasonable request to undertake work of a similar level that is not specified in this job description. This job description is current at the date shown but following consultation may be changed to reflect or anticipate changes in the job which are commensurate with the job title and salary</p>	

## **Support for the Trust**

- To take a full part in promoting the good name of the Trust and contributing positively to the overall ethos/work/aims of the Trust
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security confidentiality and data protection
- Comply with the Trust's dress code
- Attend and participate in meetings as required
- Participate in training, other learning activities and appraisal as required
- Recognise own strengths and areas of expertise and use those to advise and support others
- It is the responsibility of all adults employed by Invictus Education Trust to safeguard and promote the welfare of children and young people. This responsibility extends to a duty of care for those adults employed, commissioned or contracted to work with children or young people.

## **Safeguarding Requirements**

We are deeply committed to safeguarding and promoting the welfare of Children and expect all Staff and Volunteers to share this commitment. All necessary Safeguarding checks will be undertaken which must have satisfactory outcomes, otherwise the conditional job offer may be withdrawn. Details of the checks that will be undertaken can be found at: [Keeping Children Safe in Education, 2023](#)

This role has been assessed as working in regulated activity and is subject to an Enhanced DBS plus Children's Barred List Check.

**It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.**

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website:

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>.

Positions at the school are exempt under the Rehabilitation of Offenders Act 1974 and as such appointment to a post will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS). DBS Filtering guidance can be found on the GOV.UK website.

<https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>

## Person Specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Degree</li> <li>• Professional development in preparation for a leadership role</li> </ul>	<ul style="list-style-type: none"> <li>• NPQH/NPQSL</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Leadership and management experience in a school</li> <li>• Outstanding, sustained experience as a teacher in a secondary context</li> <li>• Teaching experience</li> <li>• Involvement in school self-evaluation and development planning</li> <li>• Line management experience</li> <li>• Experience of leading on staff development and staff wellbeing</li> <li>• The ability to build, lead and support effective teams</li> <li>• The ability to lead &amp; manage change effectively</li> <li>• Excellent communication skills</li> <li>• Strong analytical skills</li> <li>• Ability to initiate, lead and manage change at whole school level.</li> </ul>	
Skills and knowledge	<ul style="list-style-type: none"> <li>• Understanding of high-quality teaching, and the ability to model this for others and support others to improve</li> <li>• Understanding of school finances</li> <li>• Effective communication and interpersonal skills</li> <li>• Ability to communicate a vision and inspire others</li> <li>• Ability to build effective working relationships</li> <li>• Excellent ICT skills and the ability to apply these to educational management</li> <li>• Excellent communication skills, confident and motivational public speaker</li> <li>• Creative and imaginative thinker, able to anticipate problems and find solutions</li> <li>• Excellent organisational skills to meet deadlines and manage workload of self and others</li> <li>• Experience of contributing to staff development</li> <li>• Data analysis skills, and the ability to use data to set targets and identify weaknesses</li> <li>• Understanding of high-quality teaching, and the ability to model this for others and support others to improve</li> <li>• Experience of implementing strategies for improving the quality of teaching and learning, including promoting excellence and challenging poor performance</li> <li>• Experience of monitoring and evaluating the effectiveness of teaching and learning, including its outcomes in terms of standards and achievement and personal development and well-being</li> <li>• Experienced in holding individuals, teams to account for student outcomes</li> </ul>	

	<ul style="list-style-type: none"> <li>• Understands and applies quality assurance, self-evaluation &amp; performance management systems and data.</li> </ul>	
Personal qualities	<ul style="list-style-type: none"> <li>• A commitment to getting the best outcomes for all students and promoting the ethos and values of the school and the Trust</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality</li> <li>• Have high expectations of self and others and provide a role model for students and staff</li> <li>• Knows how to promote an open, fair and equitable culture</li> <li>• Effective communication and interpersonal skills</li> <li>• Ability to communicate a vision and inspire others</li> <li>• Ability to build effective working relationships</li> <li>• The ability to work independently and collaboratively as a member of a team</li> <li>• The ability to lead and motivate colleagues</li> <li>• A positive attitude towards professional development and their own learning</li> <li>• Reliability and integrity</li> <li>• Excellent personal organisation</li> </ul>	
Flexibility	<ul style="list-style-type: none"> <li>• To work flexibly to meet the needs of the school and the wider Trust</li> <li>• Flexible to take on a variety of roles to secure school improvement and build a high performing team</li> </ul>	

This job description/person specification may be amended at any time in consultation with the postholder.

Chief Executive Officer's signature: \_\_\_\_\_

Date: \_\_\_\_\_

Postholder's signature: \_\_\_\_\_

Date: \_\_\_\_\_