

### JOB DESCRIPTION

<b>Post Title</b>	<b>Deputy Headteacher: Quality &amp; Standards</b>
<b>Salary Scale / Grade</b>	<b>L17 - 21</b>
<b>Reporting to</b>	<b>Headteacher</b>

### JOB PURPOSE

To develop whole school policy and practice in relation to Quality Assurance and effective data analysis, in order to further raise standards and develop students' independent and resilient learning.

To work with our current Deputy Head Teacher/s to ensure our curriculum is fit for purpose, meets the needs of students and new accountability measures and enables the school's continuous improvement.

The successful candidate will be a strategic and supportive member of the leadership team, playing a key role in the development of the school as it becomes an innovative, high performing and emotionally intelligent 21<sup>st</sup> century organisation, effectively managing an agenda of change to raise standards in all areas of the school.

### KEY TASKS AND RESPONSIBILITIES

The successful candidate will be a key player in the development of the school. S/he will have a major influence on our future direction and as such will need to share our vision and have the energy, enthusiasm and organisational skills to make things happen.

S/he will have a major role in how we effectively use data and strategic planning as well as the coordination of our quality assurance systems and intervention programmes. This will need high levels of organisation and time management as well as a keen eye for detail and the ability to think clearly, negotiate and persuade.

We are a large and complex organisation. To be effective here requires good communication skills, good interpersonal skills and the ability to juggle priorities. A sense of humour is essential too!

The post of Deputy Head is a demanding one. We all put in long hours at times and often need to be flexible, adaptable and supportive of each other. This post requires energy, stamina and commitment

In return for all we are asking, we can offer support and encouragement, a team where you will be valued and developed with the opportunity to gain experience across all aspects of senior leadership. As such, this post will offer excellent

preparation for headship and we would view it as the ultimate accolade if the successful candidate were to gain a headship within three to five years.

### **Specific Responsibilities**

#### **Assessment, Recording and Reporting**

- To coordinate our assessment , recording and reporting systems
- To develop our data systems in order to have maximum impact on student progress and achievement, teaching and learning and subject performance.
- To develop strategies for monitoring progress and providing intervention in consultation with pastoral, progress and curriculum leaders.
- To lead our Raising Achievement Programme to ensure the highest academic standards in all subjects.
- To agree the school's Assessment, Recording and Reporting calendar and oversee its implementation.
- To report to Governors/IEB on statutory targets and progress of all cohorts.
- To line manage the exams/data team

#### **Quality Assurance**

- To lead our quality assurance systems to ensure outstanding performance of all leaders, managers and teachers and to raise standards.
- To develop management and leadership skills within our staff.
- To ensure effective routines through rigorous performance management , with a focus on raising standards

#### **General Responsibilities**

- To deputise for the Headteacher in her absence
- To play a full part in all aspects of strategic planning, implementation and review
- To be the line manager for named curriculum areas and to work closely with these areas on raising standards.
- To undertake a range of routine duties such as assembly, break and lunchtime duties, on call, detention and bus duties
- To teach an agreed timetable (approximately 4 hours per week)
- To maintain a high profile and visible presence around school
- To support a broad range of out of hours activities and events
- To undertake a host of other exciting and as yet undiscovered opportunities and responsibilities!

**Note:** this is very much a working JD, indicating the key areas of the role. Specifics will be negotiated with the successful candidate.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

The person undertaking this role is expected to work within the policies, ethos and aims of the school and to carry out such other duties as may reasonably be assigned by the Headteacher.

**The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.**

**The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.**

**The post holder will be subject to performance objectives agreed annually with the relevant body and these objectives will be reviewed annually.**