

Job Description for the Post of

Deputy Head - Curriculum Development, Academic Standards and Progress

Introduction

Job descriptions have been written to help produce an effective school. They are written statements of what the jobs involve, what teachers are expected to do and the responsibilities involved in the jobs. They thereby provide a basic framework for the discharging of professional and managerial responsibilities. These basic frameworks provide a means by which job-holders and persons assuming the responsibility for the job-holders can mutually discuss the nature of the job.

Job descriptions also allow others in the school to understand what the jobs entail. They are not meant to be static or exclusive; rather, the nature of the teaching profession means that flexibility in jobs is desirable and inevitable. It is the spirit in which jobs are performed which is important to an effective school.

Responsible To

To be responsible to the Head and to have line management responsibility for members of the Leadership Team who have curriculum responsibilities.

Generic Responsibilities of the Leadership Team

To take a significant role in the leadership of the school within a framework of consultation, collaboration and collegiality, including:

- monitoring; demanding, ambitious standards and holding all staff to account for their professional conduct and practice;
- school improvement; securing excellent outcomes for all;
- communicating the school's vision compellingly, support strategic thinking and development planning; being innovative and creative;
- contributing to the school as a worshipping community, including taking assemblies;
- leading and motivating staff to achieve the highest professional standards;
- seeking and supporting CPD;
- being involved in lunchtime supervision and teaching a proportion of the timetable;
- sharing in the school's overall administration and oversight of facilities, including Health and Safety;
- being involved in policy development and ensuring the school's systems, organisation and processes are well considered, efficient and fit for purpose;
- developing effective relationships that support and inspire students and staff;
- working with the governing body as appropriate;
- working with political and financial astuteness.

Main Purpose

To provide effective leadership in curriculum structure and organisation to enable all students to make excellent progress and to ensure subject leaders provide positive leadership so that all students make excellent progress in their areas.

Main Tasks

1. To ensure the safety and wellbeing of all students and to report any safeguarding or child protection concerns through the school's reporting procedures. To contribute to the safety and wellbeing of colleagues.
2. To deputise for the Head at appropriate meetings.
3. To be responsible to the Head regarding all aspects of curriculum organisation, management and development. This includes:
 - ensuring statutory requirements are met;
 - planning the staffing sheets for the timetable;
 - overseeing the construction of the school timetable.
4. To line manage a number of Assistant Heads with academic whole school responsibilities.
5. To be line manager for a group of Subject Leaders and to Chair Subject Leaders' meetings.
6. To oversee all aspects of the Year 9 Options process, liaising with the Assistant Head (KS3) as appropriate.
7. To monitor the quality of learning and student performance and make recommendations for improvement.
8. To provide the framework for monitoring homework across the key stages.
9. To co-ordinate annual department development planning and to advise the Head on appropriate resource needs.
10. To monitor staffing needs to support the curriculum and advise the Deputy Head (Staff) and the Head on necessary appointments.
11. To compile and update curriculum information for parents following consultation with colleagues.
12. To establish and maintain through Subject Leaders, a 'core entitlement' for curricular trips and visits within KS3.
13. To organise and carry out the annual evaluation of examination results through discussions with Subject Leaders.
14. To work closely with the Head of Sixth Form in:
 - ensuring the Sixth Form curriculum is as broad as financially possible, balancing class sizes carefully across options;
 - assuring the attainment and progress of learners in Years 12 and 13;
 - organising curriculum activities to promote the Trinity Sixth Form.
15. To arrange the paperwork for the Governors' Curriculum Sub-Committee meetings, attend meetings and answer questions on curriculum and progress issues.
16. To attend meetings of the Full Governing Body.
17. To lead the cross curricular development of the online curriculum, including ensuring the school website is up to date with relevant curriculum and performance data.
18. To line manage the Exams Officer and take responsibility for all policies and procedures relating to external examinations. To ensure that all arrangements for receiving, analysing, publicising and distributing external exam results are made.
19. To oversee the work of the Data Manager and the administrative staff who support departments on whole school issues.
20. To be the first point of contact for the IT Manager in informing staff of IT issues (SIMS/internet, etc,) affecting lessons and learning.
21. Other appropriate and relevant responsibilities identified following discussion with the Head.