**PERSON SPECIFICATION**

**POST: Deputy Headteacher – Quality of Education (Curriculum, Data, Achievement**

**and Assessment)**

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| **QUALITIES AND ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** |
| **TEACHING** | | |
| Qualified teacher status at secondary level | ü |  |
| Honours degree or equivalent | ü |  |
| Highly effective classroom practitioner | ü |  |
| Experience of teaching at KS3 and KS4 | ü |  |
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| **EXPERIENCE AND KNOWLEDGE** | | |
| Significant senior leadership experience | ü |  |
| Experience of planning and leading change | ü |  |
| Knowledge of the OFSTED framework including a precise understanding of the strategic role of all leaders | ü |  |
| Sound knowledge of major curriculum issues, legislative changes, current trends of national priorities and the importance of leadership and management | ü |  |
| Proven experience of leading and managing whole school developments in several areas, including improving the quality of education | ü |  |
| Experience of curriculum leadership | ü |  |
| Experience of using quality assurance to effectively improve performance, progress and outcomes at a whole school level | ü |  |
| Experience of line management of faculties | ü |  |
| Experience of leading a range of staff | ü |  |
| Experience of leading, mentoring, training, coaching and appraisal | ü |  |
| Experience of raising student attainment and progress | ü |  |
| Effective strategic monitoring and evaluation of student performance through quality assurance and data analysis | ü |  |
| Experience of producing and implementing a School’s Development Plan and School self-evaluation | ü |  |
| Experience of supporting school behaviour and engagement processes | ü |  |
| Experience of managing budgets and finance at senior leadership level | ü |  |
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| **PROFESSIONAL DEVELOPMENT** | | |
| Evidence of commitment to own professional development at leadership level | ü |  |
| Evidence and impact of delivering high quality CPD and developing staff at a whole school level | ü |  |
| Experience of working with colleagues to develop their own practice | ü |  |
| Experience of engaging in current research regarding curriculum design and implementation, and assessment | ü |  |
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| **SAFEGUARDING** | | |
| Demonstrate a knowledge of, and commitment to safeguarding and the welfare of students | ü |  |
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| **PERSONAL** | | |
| Think creatively to anticipate and solve problems | ü |  |
| Inspire, challenge, motivate and empower others to carry our vision forward | ü |  |
| Demonstrate personal enthusiasm for and commitment to leadership aimed at making a positive difference to all students | ü |  |
| Have excellent written and verbal communication skills | ü |  |
| Be enthusiastic, sensitive, flexible, hardworking, with an ability to remain calm | ü |  |
| Show initiative and adapt quickly to changing circumstances | ü |  |
| Have a high expectation of self and others around you | ü |  |
| Excellent interpersonal skills and an ability to relate to others with tact and respect | ü |  |
|  | | |
| **COLLABORATION** | | |
| Experience of effective collaboration with stakeholders and the wider school community to promote community cohesion and inclusion | ü |  |
| Experience of developing strong collaborative links with secondary peers in other schools to improve outcomes | ü |  |

**JOB DESCRIPTION**

**Main Purpose**

The Deputy Headteacher, under the direction of the headteacher, will take a major role in:

* Providing strong, strategic and operational leadership to successfully deliver the school’s vision, ethos, aims and development objectives.
* Leading on identified areas of strategic responsibility of the overall quality of education provided by the school.
* Monitoring progress towards the achievement of school’s aims and objectives.
* Enhancing the culture of high expectations among staff and students through effective leadership, management and strategic planning.
* Managing staff and resources to meet budget directives.

**MAIN RESPONSIBILITIES**

* To be directly responsible for the strategic leadership of quality of education
* To lead on curriculum design, implementation and impact across all key stages
* To lead on whole school assessment design, its implementation and evaluation across all key stages
* To lead on the quality assurance of curriculum design, implementation and assessment
* To analyse and evaluate school performance through internal and external data sources and strategically plan and implement actions from this data to improve outcomes
* To promote a culture of practice that enables all students to access the curriculum including to
  + have ambitious expectations for all students
  + have ambitious expectations for all students with Special Educational Needs and Disabilities
  + ensure Pupil Premium students’ progress is in line with that of non-Pupil Premium students
* To ensure effective reporting of strategic outcomes in all aspects of quality of education
* Lead and manage the successful development of more than one major strand of the School’s Development Plan as directed by the headteacher. Responsibility in the first instance to include:
  + Curriculum Design and Implementation
  + Assessment Design and Implementation
* To implement a timetable to deliver the curriculum goals to our students
* Take lead responsibility for ensuring the successful completion/delivery of time limited or rolling projects as directed by the headteacher
* To line manage a range of teaching and non-teaching staff including Assistant Headteachers, Heads of Faculty, Quality Nominee, data, timetable and exams officer
* To ensure that the integrity of the school as a centre for examinations is maintained and that students are fully prepared for external assessments and terminal examinations
* To hold other staff, particularly responsibility holders, fully to account for their own, and their team’s performance against agreed performance targets and the standards of all learners across their areas
* Work collaboratively with stakeholders, including the Local Academy Committee, the Trust and external consultants and partners to secure the delivery of the School Development Plan
* Provide regular reports as required by the Headteacher, Local Academy Committee and Trust
* Participate fully in the work of the Senior Leadership Team. Work collaboratively and supportively with all senior colleagues
* Be responsible for managing a budget or budgets as determined by the Headteacher

**GENERAL RESPONSIBILITIES**

* To deputise for the Headteacher
* Line management of faculties and teams
* Senior Leadership link for a year group, including supporting the Pastoral team with year ethos, parental meetings, behaviour support
* Whole school and faculty quality assurance processes
* Appraisal of teaching and support staff
* Planning and delivering training for staff
* Contribute to whole school improvement initiatives
* Support in meeting the school‘s attainment and progress targets
* Actively contribute to the positive culture of the school by demonstrating positive leadership qualities, modelling positive attitudes, values and behaviours
* Carrying out duties, supervision or cover as required
* Supporting the whole school assembly and detention system.
* Supporting the whole school processes for engaging with parents and carers
* Attendance and presentations at governors’ meetings as required
* To support results days, holiday cover and holiday classes
* To contribute to Trust-wide leadership and development
* Any other duty required after consultation with the Headteacher