

# Deputy Head – Curriculum

## Leadership Spine Points L17-21

The Deputy Head (Curriculum) is responsible to the Headteacher.

**Within the context of the School’s Mission Statement and its Aims and Objectives, this post includes the following key responsibilities:**

1. To play a major role in
  - supporting and developing the mission and ethos of the School
  - Formulating the aims and objectives of the school
  - Establishing the policies through which they will be achieved
  - Managing staff and resources to that end
  - Monitoring progress towards their achievement
2. To undertake the professional duties of the Headteacher in her absence
3. To be responsible for all matters relating to the curriculum and its development in consultation with Heads of Faculty, Heads of Department and the Leadership Team
  - Ensuring that the curriculum meets the needs of the pupils and Sixth Form students
  - Working with the Deputy Head – Pastoral to ensure that the specific needs of all pupils are met, including those of particular pupil groups so that the curriculum is accessible to all pupils and students
  - Advising the Headteacher on the staffing required for the effective implementation of the curriculum
  - Working with the timetabler to ensure that staff and resources are appropriately deployed in order to deliver the curriculum
  - Ensuring that the curriculum meets the statutory requirements
  - Monitoring curriculum developments and initiatives at a national and international level to ensure that the School is at the forefront of effective practice
  - Revising the School’s Curriculum Policy
  - Attending the Curriculum Committee of Governors to offer information and advice
  - Working with the Staff in the Faculty of Religious Education to ensure that the Diocesan policy for Religious Education is fulfilled
  - Ensuring that the daily act of Collective Worship is undertaken
  - Working with the Leadership Team to promote the spiritual life of the School
  - Working with the Specialist Subject areas and when appropriate the Specialist Schools and Academies trust SSAT to ensure that the curriculum in those areas is innovative and that good practice is shared across the School
  - Ensuring that our Extended Services support pupils to access curriculum enrichment opportunities

4. To take responsibility for monitoring the quality of teaching and learning in specified Faculties
  - Ensuring that effective Performance Management is undertaken
  - Working with the holders of TLRs to set robust targets and Annual Action Plans that improve pupil outcomes
5. To play a key role in School Self Assessment, including the updating of the SEF
  - Undertaking the monitoring of key areas of School through the Annual Review
  - Having a current knowledge and understanding of the requirements of Ofsted
  - Assisting holders of TLRs to self assess the work of their subject areas
6. To monitor pupil progress by
  - Overseeing the tracking of pupils' progress against targets
  - Monitoring the use of assessment to enhance learning and measure progress
  - Working with teaching staff to ensure that effective intervention strategies are implemented to accelerate learning and to overcome difficulties that pupils may encounter
7. To have a strategic overview of the compilation and use of data to measure the success of both pupil and subject attainment
  - Utilising Raiseonline, Alis and Learner And Achievement Tracker LAT
  - Distributing key data to subject leaders for self assessment
8. To line manage learning support staff, including Careers Education and Work related Learning Co-ordinator and Librarians
9. To take responsibility for a number of School events including Open Evening and the Annual Prize Giving
10. To undertake other professional duties reasonably delegated by the Headteacher