**Job description**

**Job title: Deputy Head (Quality of Education)**

The Deputy Head Quality of Education will work in close proximity with the Head teacher and Deputy Head Inclusion as well as other members of the senior leadership team to provide inspirational leadership and ensure that students thrive, achieve and succeed. Through the formulation of a clear vision, shaping and influencing the direction of the school, they will help it to be successful through the initiation of strategic actions, using the necessary resources to obtain whole school commitment and impact.

As a leader you must have the ambition and desire to make a real difference to improve the academic outcomes and standards across both key stages as well as the educational and social experiences of our students.

This post holder is responsible for ensuring that students achieve their maximum potential through the quality of education they receive. To secure this you must have a robust understanding and overview of a curriculum which is designed to be rich and varied.

You will support other members of the senior leadership team, middle leaders and other colleagues to enable them to develop appropriate pedagogy to deliver a curriculum that is fit for purpose and enables our students to make strong progress, including in reading.

**Specific responsibilities**

**The Deputy Head’s key priorities are to:**

* Lead on the development of policies and practices across the school that promotes inclusion and high achievement through the development of the pedagogy of staff leading to high quality teaching.
* Secure and sustain effective and structured monitoring, evaluation and review processes of teaching and learning which help to ensure that all students are able to learn and make exceptional progress
* To promote student behaviour for learning which is likely to result in further improvements in achievement.
* To be an excellent role model for all staff in all aspect of classroom practice
* To lead on the development of curriculum design by working closely with subject leaders and ensure that robust plans are in place to deliver a rigorous and engaging curriculum focused on continuous improvement for our young people.
* Ensure valid, reliable and proportionate approaches are used when assessing students’ knowledge and understanding of the curriculum leading to improved outcomes for students.
* Lead the analysis and application of data across the school community
* Support a collegiate culture in which dialogue about teaching and learning amongst school staff helps drive standards.
* Set rigorous targets for all curriculum areas, support staff in achieving them and challenge underperformance where necessary.
* Use knowledge and experience of raising achievement across Key Stage 3 to support the development of our Core and Foundation subjects at Key Stage 4.
* Support the Head teacher in ensuring the vision for the school is clearly articulated, shared, understood and acted upon by all.
* Provide strategic leadership of the school’s policies and procedures in order to secure excellent outcomes for our young people.
* Work with the Head teacher on the strategic development and implementation of the school improvement plan.
* Lead the senior leadership team and middle leaders in reviewing and assessing teaching practice and develop a personalised improvement approach with all staff.
* To support professional learning by leading staff training and meetings so that staff can learn from one another with specific regard to teaching, learning and assessment.
* Build a collaborative learning culture within the school and actively engage with other schools within the federation to build effective learning communities.
* To have high standards of professionalism, evaluation and attendance.
* To support members of staff in maintaining high standards of delivery and discipline across the school and foster positive working relationships with parents and the wider community.
* Establish and sustain professional working relationships with those responsible for governance at the school.
* To work in partnership with colleagues to review the availability and use of resources.

**Shaping the future**

**The Deputy Headteacher will be a visionary leader who:**

* Will work with the Headteacher, the Deputy Head for Inclusion as well as the senior leadership team to grow the long-term success of the school and the federation members.
* Contribute to and communicate the school’s shared vision
* Effectively implement the vision through agreed objectives and operational planning
* Motivate others to create a shared learning culture and positive climate
* Demonstrate clear values and moral purpose to others
* Ensure all members of the school community have access to creativity, innovation and new technologies to enable them to achieve excellence.

**Leading Achievement**

**The Deputy Headteacher will be an outstanding practitioner who:**

* Ensure a consistent and continuous school-wide focus on students’ achievement, using data and benchmarks to monitor progress in every child’s learning.
* Ensure that learning is at the centre of strategic planning and resource management
* Act as a high-quality Chair of appropriate meetings and/or working parties, ensuring that the focus of the work is on securing the very best outcomes for our learners.
* Ensure that improving the quality of provision remains at the heart of school improvement.
* Set high expectations, stretching targets and track this achievement
* Generate and lead a culture and ethos of challenge and support where all students and staff are engaged in their own learning.
* Implement strategies that secure high standards of teaching and facilitate strong learning opportunities for all.
* Challenge underperformance at all levels and ensures corrective action, follow up and support.

**Developing Self and Others**

**The Deputy Headteacher will be reflective, collaborative and:**

* Be a role model for the whole school community, setting high professional standards
* Contribute to, maintain and develop high standards of professional conduct in staff
* Treat people fairly, equitably and with dignity and respect.
* Carry out duties and responsibilities with regard to equal opportunities
* Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals
* Manage own workload and that of others to allow for an appropriate work/life balance
* Be self-reflective, review own practice, set personal targets and take responsibility for their own personal development
* Acknowledge the responsibilities and celebrate the achievements of individuals and teams

**Managing within the organisation**

**The Deputy Headteacher will be an excellent manager who:**

* Under the direction of the Headteacher will recruit, retain and deploy staff appropriately within the school
* Produce and implement clear evidence-based improvement plans and policies to develop the school
* Liaise with the Governing Body as appropriate
* Contribute to the management of the school environment ensuring that it meets the needs of the curriculum and complies with Health and Safety regulations
* Ensure resources are used effectively and efficiently

**Secure Accountability**

**The Deputy Headteacher will:**

* Ensure that staff are appropriately held to account and that student progress is not hampered by inadequate provision
* Provide high quality line management so that other leaders feel challenged and supported in equal regard, have a voice and the opportunity to inform direction and take appropriately calculated risks
* Present a coherent and accurate account of the school’s performance to a range of stakeholders
* Ensure quality assurance systems in the school are robust and informative
* Develop a shared ethos around corporate responsibility for outcomes

**Acting with integrity**

**The Deputy Headteacher will:**

* Prioritise their own teaching and the students in their classes, deliver lessons of high quality and be prepared to model effective practice to others
* Always be honest in all their endeavors including when mistakes are made
* Demonstrate hope and optimism in all interactions and situations, regardless of the challenges faced.
* Always exercise duties in line with expectations of the whole school organisation
* Accept the views of others, making use of active listening when advising or challenging the work of others

**Strengthening the Community**

**The Deputy Headteacher will appreciate the value of a strong community and be able to:**

* Promote equal opportunities and challenge all forms of prejudice
* Develop and sustain effective partnerships with parents/carers
* Liaise with other agencies to ensure that students needs are met.
* Ensure that communities between school and home is effective.