

Framwellgate School Durham
Newton Dr, Durham, DH1 5BQ

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Job Title: Deputy Headteacher (Quality of Education)

Salary	Leadership L19-L23 £69,020 - £76,120
Contract Type	Permanent
Reporting To	Associate Headteacher
Responsible for*	Assistant Headteacher (Sixth Form)

*Once an appointment of the Deputy Headteacher has been made, the specific responsibilities of the Assistant Headteacher (Sixth Form) reporting to the Deputy Headteacher (Quality of Education) will be determined. Currently these include responsibility for the Sixth Form, primary transition, SEN, publicity, and remote education.

Leadership

Under the direction and leadership of the Associate Headteacher:

- Support the Associate Headteacher and Senior Leadership Team in the day-to-day management of the school
- Uphold and communicate the school's vision and support the Associate Headteacher's strategic leadership
- Lead by example
- Lead on the Quality of Education (see below)
- Build and sustain positive relationships with all members of staff and wider stakeholders
- Keep up to date with developments in education
- Take responsibility for own training and professional development
- Work closely with all members of senior leadership team but particularly the Deputy Head (Pastoral) and Deputy Head (Raising Achievement) on areas of shared responsibility

Quality of Education

- Develop a vision for the school's curriculum to ensure it meets the needs of all students, including those with SEND and those from disadvantaged backgrounds
- Ensure the KS3 curriculum is broad and ambitious so that it is at least as ambitious as the national curriculum
- Ensure that the curriculum offer at Key Stage 4 and 5 provides a range of subjects which are suitable for the needs of learners
- Support Curriculum Leaders in planning and sequencing their curricula to ensure they enable all students to gain relevant knowledge and understanding in each subject
- Develop and implement an effective vision for Teaching and Learning
- In liaison with the Deputy Head (Raising Achievement), develop an assessment system which enables teachers to accurately assess students' knowledge and understanding of the planned curriculum so that weaknesses and misconceptions can be addressed quickly
- Implement a school-wide reading and literacy strategy
- Design and (with other senior and middle leaders) implement an effective quality assurance system which leads to sustained improvement in teaching and the curriculum
- Design, deliver and evaluate an effective CPD programme for teaching and leadership

- Convene and chair regular Curriculum Leaders meetings to ensure that best practice is shared and that there is coherent approach to the curriculum and teaching across the school
- Lead on staffing requirements and recruitment & interview processes to ensure that high quality, specialist teachers are appointed
- Liaise with the Associate Headteacher on staffing and curriculum-led financial planning
- Communicate timetabling requirements to the member of staff producing the school timetable
- Lead on outward facing training and support for other schools (e.g. annual Teaching and Learning conference; local authority network meetings; teaching support for other schools)
- Organise the annual school Open Evening and Sixth Form Open Evening
- Write, review, and update all policies and procedures relating to the Quality of Education. Currently these are:
 - Curriculum Policy
 - Homework Policy
 - Remote Learning Policy
 - SEND Policy
- Take responsibility for the Quality of Education sections of the SEF and School Improvement Plan and the appropriate sections of the Ofsted framework

Other Responsibilities

- Attend meetings and work with the LGB as appropriate
- Attend meetings and work with central Trust staff or other schools in the Trust as appropriate
- Appraise senior and middle leaders as appropriate
- Hold named staff to account for their performance
- Support the Associate Headteacher by dealing with parental complaints relating to area of responsibility

The Deputy Headteacher is required to safeguard and promote the wellbeing and welfare of all students in line with the school's safeguarding policies and adhere to the staff code of conduct.

This job description is illustrative of the main responsibilities relating to this role and the post-holder may be required to take on other duties as directed by the Associate Headteacher