

Framwellgate School Durham  
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## **Job Title: Deputy Headteacher (Raising Achievement)**

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

\*Once an appointment of the Deputy Headteacher has been made, the specific responsibilities of the Assistant Headteacher (Student Progress) reporting to the Deputy Headteacher (Raising Achievement) will be determined. Currently these include responsibility for the student progress, intervention strategies, Y9 and 10 option processes, pupil premium and student groupings.

### **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 academic standards, accountability and raising achievement (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 (Quality of Education) on areas of shared responsibility

### **Raising Achievement**

- Develop a vision for raising achievement which prioritises student outcomes for all groups of students and external accountability measures
- Report regularly to the Associate Headteacher, senior leaders, and Governors on key performance indicators
- Line manage curriculum leaders, monitor their raising achievement plans, and hold them accountable for their outcomes at Key Stage 4 and 5
- Lead the whole school appraisal process for teachers
- Produce an annual assessment and reporting calendar and take responsibility for co-ordinating and organising parents' evenings
- Line manage the data team to ensure that data is collected and analysed efficiently and used effectively to raise achievement
- Line manage the exams team to ensure that pre-public and public examinations are managed efficiently and effectively
- Organise exam results days systems and processes, the initial analysis of data, and (liaising with the Associate Headteacher) any public communication of outcomes

- Oversee the options processes for Years 9, 10 and 12 to ensure that students take courses which maximise their potential
- Oversee revision and intervention strategies which are designed to secure student progress and raise achievement
- Oversee and co-ordinate academic transition processes (baseline testing, student groupings, analysis of KS2 data, initial reading and spelling assessments etc)
- Oversee class groupings in all year groups and departmental approaches to ensure that decisions are based on evidence and maximise student achievement
- Develop a systematic approach and strategy for students without a full curriculum (including those on AP and PP students), monitor the impact on personal and whole-school outcomes, and take decisions which prioritises student outcomes
- In liaison with the Deputy Head (Quality of Education), 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
- In consultation with the Associate Headteacher, take responsibility for and lead teacher capability processes
- Together with other senior and middle leaders (and under the leadership of Deputy Head: Quality of Education) participate in an effective quality assurance system which leads to sustained improvement in teaching and the curriculum
- Write, review, and update all policies and procedures relating to the achievement and progress. Currently these are:
  - Assessment Policy
  - Pupil Premium Policy & Strategy Statement
- Take responsibility for the achievement sections of the SEF and School Improvement Plan and the appropriate sections of the Ofsted framework (Curriculum Impact, Assessment etc)

### **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 an 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