



## The Role: Curriculum Deputy Headteacher

### Full Time

Leadership Scale L11-L18

Permanent - September 2024 start

We are seeking to appoint an excellent senior leader who will take an integral role in driving our school further forward.

We have a range of expertise within the current leadership and are looking to both strengthen and add to this team. As Deputy Headteacher, you will be involved in, but not limited to, leading on Curriculum intent, implementation and impact.

The successful applicant will be enthusiastic, firmly believing that all children can achieve, and committed to ensuring all our children and staff aspire to do their very best in every lesson of every day. This role is open to individuals with experience in educational leadership from all backgrounds, and would be ideal for someone who is detail oriented, process driven and solution focused.

The ideal candidate will be:

- A practicing Catholic
- Experienced in leading school improvement
- Approachable
- Resilient
- Self-reflective, and open to feedback

Are you an experienced and driven leader?

Do you inspire children and staff to be the best they can be?

Do you want to help shape the future of a whole community?

If so, we would love you to be a part of our journey. Visits to the school are warmly welcomed.

**Closing Date: Monday 15<sup>th</sup> April 12 pm**

### Duties and responsibilities

- Deputise for the Headteacher and other members of the SLT as necessary
- Lead on the implementation of the school's approach to curriculum planning and sequencing so that the intent is clear and gaps in children's knowledge and skills are addressed and excellent progress is seen over time.
- Lead the teaching team to establish creative, responsive and effective approaches to learning and teaching
- Promote a culture of development and coaching as part of our strategy to improve teaching.
- Lead, implement and evaluate the strategy of formative and summative assessment to ensure that timely, efficient data enables staff to reshape the curriculum and leads to students gaining confidence in their knowledge and skills.
- Lead on curriculum planning, modelling and the development of an appropriately rich and flexible curriculum to ensure excellent achievement, linked to accountability measures.
- Have an expert knowledge of national curriculum trends, issues and changes and lead the school response to these
- Lead on organising and producing the school timetable and manage staffing needs including teaching and learning support staff.
- Lead and manage the statutory assessment processes for EYFS, KS1 and KS2
- Manage aspects of school operations such as the school calendar, educational visits, teaching cover and duty rotas.

### Other responsibilities

- Demonstrate and uphold the vision and values in everyday work and practice
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation
- Lead by example, holding and articulating clear Catholic ethos, values and moral purpose while focusing on providing excellent education for all pupils





# St John's Catholic Primary

Build positive relationships with all members of the school community, ensuring that strategic planning promotes a culture of respect and acknowledges and celebrates the diversity, values and experience of the school and the community

- Seek training and continuing professional development to meet own needs and to ensure the school remains up to date and at the forefront of current practice
- Track school data trends and monitor progress across particular areas and cohorts, in order to hold others to account
- Develop and monitor coherent processes and systems, in conjunction with SLT
- Lead prayer and Liturgy
- Have a presence around the school and at school events, in coordination with others in the Senior Leadership Team

- Monitor progress towards the achievement of the school's aims and objectives
- Work with the Headteacher to support the Governing Body by providing information, objective advice and regular reports and to attend Full Governing Body meetings as required
- Ensure that all working practices reflect the Catholic ethos and values of the school
- Alert the appropriate staff to problems experienced by children and parents and to make recommendations as to how these may be resolved
- Comply with the school's health and safety policy and undertake risk assessments as appropriate

## Person Specification

Practicing Catholic	Essential
Qualified Teacher Status	Essential
Outstanding Classroom teacher with cross Primary experience	Essential
Decision making skills: the ability to solve problems and make decisions	Essential
Teamwork: the ability to work collaboratively with others	Essential
Communication skills: the ability to make points clearly and understand the views of others	Essential
Self-management skills: the ability to plan time effectively and organise oneself well	Essential
Leadership skills: the ability to build, motivate, inspire and challenge a team	Essential
Problem solving skills: the ability to identify areas for improvement, and appropriate solutions	Essential
Enjoy rising to the challenges inherent in a school environment	Essential
Proven record of successful leadership leading directly to improved achievement	Essential
Secure knowledge and understanding of all curriculum requirements, new accountability frameworks and the national agenda in relation to the curriculum and assessment at all key stages	Desirable
Experience of leading and implementing whole school initiatives and managing change, developing strategies for raising achievement	Essential
Experience of monitoring and evaluating curriculum implementation, including using the Ofsted Inspection Framework	Desirable
Experience of curriculum design	Desirable
Experience of leading CPD at a whole school level	Desirable
Possess a solution focused approach and a positive attitude to change and development	Essential
Welcome and act on feedback	Essential

