

Deputy Head/Assistant Head/Head of: Quality of Education (Responsibility for Curriculum, Teaching and Learning, Pupil Progress and Data, Exams, Staff Development – Teachers, and HLTAs)

Purpose: This role will focus on curriculum, teaching and learning standards across the school, using data to track and support pupil progress. It will also have responsibility for managing the examination process and coordinating the development of teaching staff and Higher-Level Teaching Assistants (HLTAs).

Key Responsibilities:

Leadership of Teaching, Curriculum and Assessment:

- Constructing a world-class curriculum for pupils
- Leading strategic planning of all strands of the curriculum, and working alongside the SLT member responsible for Learning Enrichment to ensure that skills and knowledge sequence cumulatively
- Ensuring an ambitious curriculum, which is flexible and accessible by all
- Work with other SLT members to plan options pathways and timetable
- Lead and monitor the quality of teaching and learning across the school, ensuring high standards in pedagogy and the consistent application of best practices.
- Ensure teaching is underpinned by subject expertise
- Establish curriculum leadership and manage Subject Leads ensuring staff understand their responsibilities and are held to account
- Foster a culture of reflective practice among teaching staff, encouraging the use of evidence-based strategies to improve practice.
- Use data to monitor pupil progress and attainment, ensuring that appropriate interventions are in place to support underperforming pupils.
- Oversee the preparation and management of exams, including exam timetables, invigilation, and results analysis.
- Develop and implement strategies for using assessment data to inform teaching practices and enhance learning outcomes.
- Lead the development and implementation of school-wide strategies for improving pupil outcomes and reducing attainment gaps.

Professional Development:

- Leading school systems of professional development for teachers and HLTAs, fostering a culture of continuous improvement.
- Support the recruitment and induction of new staff members, ensuring alignment with school values and educational objectives
- Developing middle leadership of the school

Organisational Management:

- Manage budgets and allocate financial resources accordingly
- Contribute to the school's overall development plan, particularly in areas related to quality of provision
- Contribute to the safeguarding and welfare of all pupils.
- Contributing to staff recruitment, performance management, and development.
- To have a small teaching/intervention commitment and model best teaching practice
- Oversee a Phase Leader
- Undertake any other duties as directed by the Headteacher

Strategic Leadership:

- To deputise for the Headteacher in their absence, both internally and externally where appropriate and be a driving force in the delivery of all School targets.
- To play a major role in setting and establishing future strategy for the school.
- To provide a significant school presence around school and act as an ambassador for their school
- To provide a clear and aspirational vision and positive, incisive, and purposeful leadership and educational direction to all school staff in order to ensure all learners achieve and progress.
- To provide a strong and empathetic approach in order to ensure an inclusive and supportive environment to enable learners and staff to work creatively and successfully.
- To be the Senior Leader responsible for developing, implementing and monitoring all elements of progress and achievement in the school to ensure learners have the best possible life chances.
- To work closely with the Headteacher in dealing with difficult and sensitive issues in the school such as personnel, complaints, capability and HR where relevant.
- To challenge people and make brave decisions to take the school forward.
- To develop relationships with the Board of Trustees, Medway and Kent Local Authorities and external agencies.
- To promote and embed school values.
- To co-ordinate and ensure up to date relevant policies for all areas of the school.
- To be a strategic leader and thinker, able to successfully manage and implement change.
- To have the highest expectations of all learners and a continual belief that they will achieve outstanding outcomes and communicating this belief effectively to all stakeholders.
- Members of the SLT may, on occasion be required to support staff or activities outside of term time

The Deputy Head role general duties and responsibilities will include:

- Deputising for the Headteacher in her absence
- The ability to represent the school both locally and nationally
- Day to day management of the two Assistant Heads
- Assisting in the formulation and execution of the school's strategic plans.
- Work with the Board of Trustees
- Supporting the management of pupil behaviour and promoting a positive and inclusive school culture.
- Ensuring compliance with educational regulations and standards.
- Supporting communication between school leadership, staff, parents, and the wider community.
- Monitoring and evaluating the effectiveness of whole school programmes and initiatives.

PERSON SPECIFICATION	ESSENTIAL/ DESIRABLE
EDUCATION LEVEL AND QUALIFICATIONS:	
Qualified Teacher Status and experience of teaching in an autism specific setting or a desire to teach in an autism specific setting.	E
Educated to degree level	E
NPQML or NPQH or willingness to undertake	D
Continuing and recent professional development relevant to the post	E
Clean driving licence plus business insurance (D1 licence desirable)	E
SPECIFIC KNOWLEDGE, EXPERIENCE AND SKILLS:	
Experience of the production of accurate statistical data	E
Successful leadership and management experience in a school – at least 3 years	E
Significant impact on whole school initiatives which has led to school improvement	E
Knowledge of the National Curriculum	E
Knowledge of technical/vocational curriculums	D
Demonstrable understanding of safeguarding and promoting the welfare of children and young people	E
Experience teaching, learning and assessment of pupils with SEN in KS1 – KS5 age range (within mainstream or specialist settings)	E
Involvement in school self-evaluation and development planning	E
Good appreciation of health and safety in the workplace, E-Safety and Data Protection Principles and equal opportunities	E
An understanding of key Government initiatives and the impact they will have on the way we build our curriculum and provision	E
Experience of working collaboratively with senior management, parents and carers and external agencies	E
PERSONAL ATTRIBUTES:	
A positive and resilient individual with drive, initiative, vision and commitment to improve outcomes for pupils	E
A passionate, outstanding practitioner	E
Consistently high expectations for self and others (adults and pupils)	E
Evidence of excellent interpersonal and communication skills (both verbal and written) and appreciation of the importance of positive communication with parents and external professionals	E
Excellent organisational skills; able to balance conflicting priorities	E
The ability to represent the school both locally and nationally	E
Physically and emotionally resilient with strategies and habits that sustain and develop this resilience	E
Flexible, adaptable, and calm under pressure	E

Good at planning and organising, with attention to detail	E
Good problem solving and decision-making skills	E
Understanding of the need for confidentiality and sensitivity	E
Understanding of how the role contributes to the overall operation and success of the school	E