

North Beckton Primary School

Job Profile

Post: Deputy Head Teacher for Curriculum, Standards and Assessment
Scale: Leadership Scale 12-16

General Responsibilities	Specific Responsibilities
<ul style="list-style-type: none"> To assist the Executive Head Teacher and Head Teacher in the strategic development and operational day-to-day running of the school To assume all roles and responsibilities of the Head Teacher in their absence To demonstrate the vision and values of the school in everyday work and practice To ensure the school ethos enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes To fulfil all contractual agreements as defined in 'Teachers' Pay and Conditions', school, local and national health and safety policies and procedures and the school appraisal programme To maintain a high profile, ensuring that children, staff, parents and visitors have a consistent point of contact throughout the day To develop the school's SEF and SDP 	<ul style="list-style-type: none"> To be a member of SLT To lead on standards, curriculum and assessment across the school To lead the whole school curriculum, working specifically with AHTs and Subject Leaders to ensure the delivery of a broad and balanced curriculum To monitor the implementation and delivery of the curriculum providing support as needed to ensure rapid progress for all pupils. To lead on induction of all teaching staff To be a lead appraiser To carry out sickness and absence meetings To lead on all statutory testing and data returns To ensure that SMSC and preparing pupils for life in modern Britain are at the heart of the phase curriculum To take a lead on key areas of the SDP ensuring rapid progress in the outcomes of the school To lead, manage and develop use of data across the school. To lead on whole school assessment procedures and data collection. To undertake any other appropriate duties relevant to the post and within the grading and competency of the post holder, as reasonably required by the Executive Head Teacher and Head of School

Strategic Development of the School

- To use knowledge of local and national trends and initiatives to impact on outcomes for all pupils
- To contribute to building, communicating and implementing the core vision of the school
- In conjunction with the Senior Leadership Team and Subject Leaders, take responsibility for: planning, implementing and evaluating the schools' development plan
- In conjunction with the head teacher: create and monitor impact of the pupil premium plan

Learning, Teaching, Attainment and Achievement

- To demonstrate and articulate high expectations of learning and teaching
- To assist the Executive Head Teacher and Head Teacher in setting challenging attainment and achievement targets for the whole school community
- To determine, organise and implement a diverse and flexible curriculum that implements an effective framework for assessment
- To strategically monitor, evaluate and review classroom practice across the school promoting strategies for rapid improvement
- To challenge under-performance at all levels
- To ensure supportive follow-up using the Teacher Standards and school appraisal systems
- To implement strategies which secure high standards of behaviour and attendance of both pupils and staff

North Beckton Primary School

Job Profile

Leading Staff

- In conjunction with the Senior Leadership Team: build a collaborative learning culture within the school; actively engage with other schools and build meaningful learning communities
- To develop and maintain effective strategies and procedures for staff induction, professional development and appraisal
- In conjunction with the Senior Leadership Team, develop and maintain a culture of high personal expectations for all, and take appropriate action when performance is unsatisfactory

Day-to-Day Management

- To work in conjunction with the HT and other DHT in the effective timetabling and utilisation of support staff
- To support AHTs in ensuring rapid progress in pupils outcomes within their phases
- To contribute to the financial planning and management cycle of the school; ensuring that areas identified as priorities are funded and offer value for money
- To perform duties before during and after the school day in the schools 8-6 delivery

Accountability

- In conjunction with the Senior Leadership Team: ensure individual staff accountabilities are clearly defined, understood, agreed and are subjected to rigorous review and evaluation
- In conjunction with the Senior Leadership Team: develop and present a coherent and accurate account of the school's performance to a range of audiences (governors, parents/carers, local authority etc.)
- To ensure all statutory reports and data are returned
- To be accountable for whole school standards and progress
- To be accountable for high levels of good/outstanding quality teaching

Equality and Diversity

Newham Council is an Equal Opportunity employer and as a school, we are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote equality and diversity in the course of their work.

The above are intended to be a guide to the range and level of work expected of any member of staff. It is not an exhaustive list of all the tasks that may be asked of an employee. He/she will be expected to carry out such other reasonable duties, which may be required from time to time across the federation.

Signed by Deputy Head Teacher _____ Date

Signed by Head Teacher _____ Date

Signed by Executive Head of School _____ Date