



JOB DESCRIPTION

Deputy Headteacher – Curriculum Organisation and Design and Operations

Post Holder:

Job details

Leadership Range: L21 – L25

Contract Type: Permanent

Reporting to: Headteacher

Responsible for: Curriculum Organisation and Design and Operations (including Timetabling)

Date: February 2026

Part 1 – Catholic Life, School Culture & Behaviour

You are required to maintain and develop the Catholic Character of the school in accordance with the direction given by the Governors and expressed in the Mission Statement. You are required to support the Headteacher in implementing the Mission Statement and in maintaining the distinctive Catholic nature of the School.

Under the direction of the Headteacher, the Deputy Headteacher will:

- Create a culture where pupils experience a positive and enriching school life
- Uphold Catholic and educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy
- To enable students to strive in an environment immersed in the core principles of CST

Part 2 - Main Purpose

The Deputy Headteacher will support the Headteacher in:

- Communicating the school's vision compellingly and supporting the Headteacher's strategic leadership
- Contributing to the development of whole school issues and share in general leadership responsibilities.
- Maintaining a high profile around the school
- The day-to-day management of the school
- Formulating the aims and objectives / Mission of the school
- Establishing policies for achieving these aims and objectives
- Managing staff and resources to that end Monitoring progress towards the achievement of the school's aims and objectives
- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct



- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's pupils
- As a member of the SLT, attend all leadership team meetings

Part 3 – Organisational, Operations Management and School Improvement

Under the direction of the Headteacher the Deputy Headteacher will:

- Establish and oversee systems, processes and policies so the school can operate effectively
- Manage and implement school-wide timetabling and directed time
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Be aware of and ensure effective use of schools budgets and resources
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure these school improvement strategies are effectively implemented

Part 4 – Curriculum Organisation and Design

Under the direction of the Headteacher, the Deputy Headteacher will:

- Establish and sustain high quality teaching across subjects and phases based on evidence
- Ensure the teaching of a broad, structured and coherent curriculum
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils knowledge and understanding of the curriculum
- Promote a culture and practices that enables all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Make sure school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate

Part 5 - Duties and responsibilities

Under the direction of the Headteacher, the Deputy Headteacher will lead on **Curriculum Organisation and Design and Operations** and will:

- Lead on whole school curriculum design including Catholic Social Teaching, ensuring students have a broad and balanced curriculum
- Lead on the whole-school assessment strategy, ensuring it is rigorous, well-evidenced and is easy to communicate to pupils and parents
- Lead the 'T&L Impact Team' to oversee the promotion of outstanding teaching and learning practices within the school.
- Track and analyse pupil performance data, paying particular attention to disadvantaged groups such as those eligible for the pupil premium, with special educational needs, or who speak English as an additional language
- Plan and implement interventions for those pupils who are not progressing
- Provide training and support for teachers and support staff on administering the assessment system effectively



- Where appropriate, be responsible for creating bespoke curriculums e.g. Asdan

Part 6 – Governance, accountability and working in partnership

Under the direction of the Headteacher, the Deputy Headteacher will:

- Work with the Governing Board as appropriate
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve education outcomes for all pupils

Part 7 - Staff management and professional development

Under the direction of the Headteacher, the Deputy Headteacher will:

- Performance manage middle leaders, including carrying out appraisals and holding staff to account to their performance
- Manage staff well with due attention to workload
- Ensure staff have access to appropriate, high-standard professional development opportunities
- Keep up to date with developments in education
- Seek training and continuing professional development to meet their own needs

Part 8 – Monitoring and Evaluation

It is an essential part of the improvement cycle that monitoring and evaluation of teaching and learning activities takes place with a view to identifying and sharing strengths and eliminating weaknesses.

Therefore, in liaison with Subject Leaders and other Curriculum Managers you are required to ensure:

- Regular monitoring of the quality of teaching and learning by observations, learning walks, book scrutiny and data analysis
- Regular monitoring of the setting and marking of effective homework in line with school policies
- Regular monitoring of the application of school policies on marking assessments
- The use of pupil performance data to enhance the quality of teaching and learning

All members of the Senior Leadership Team are expected to be flexible and to assist with duties outside their normal area of responsibility from time to time. They may also be required to undertake any of the duties delegated from the Headteacher.

In the absence of the Headteacher, the Deputy Headteacher should deputise as directed by the Governing Body

In addition, the Deputy Headteacher will also have a timetabled teaching commitment of 28% complying with the Teachers' Standards and modelling best practice for others.



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The nature of the work demands that discretion and confidentiality are of utmost importance at all times.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary. This job description will be reviewed annually as part of the appraisal process.

Last review date: February 2026

Next review date: September 2027

Line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____