



JOB DESCRIPTION

TITLE:	Deputy Headteacher – Quality of Education
SCHOOL:	Manshead Church of England Academy (MCEA) part of the Dioceses of St. Albans Multi Academy Trust (DSAMAT)
RESPONSIBLE TO:	Headteacher
RESPONSIBLE FOR:	Assistant Headteachers
CONTRACT TYPE:	Permanent
GRADE:	L18 - L22

About the role:

The Deputy Headteacher (Quality of Education) is a key strategic leader within the academy, responsible for driving excellence in teaching, learning, curriculum and assessment across the school.

Working closely with the Headteacher and Senior Leader team, the post holder will lead whole school strategies that improve pupil outcomes, strengthen curriculum delivery and ensure consistently high quality teaching and learning experiences for all students.

The role includes strategic oversight of curriculum development, quality assurance, staff development, assessment systems and student progress, while promoting a culture of high expectations, accountability and continuous improvement.

Job Description	
Job Title	Deputy Headteacher (Quality of Education)
Salary	L18 – L22
Responsible to	Headteacher
Staff Managed	AHT/Further line management to be confirmed on appointment
Contract	Permanent
Strategic Leadership	<p>Deputise for the Headteacher in their absence to ensure the effective leadership and management of the school, this will include chairing staff briefing, leading CPD and SLT.</p> <p>Lead the strategic development of the academy's Quality of Education provision, ensuring alignment with the academy priorities and improvement plans.</p> <p>Support the Headteacher in delivering the academy vision, values and educational strategy of a Church of England Academy.</p> <p>Drive continuous improvement through self-evaluation, quality assurance, performance analysis and stakeholder feedback.</p> <p>Maintain high expectations for teaching, learning and student achievement across the academy.</p>
Teaching and Learning	<p>Provide strategic oversight of curriculum design, implementation and evaluation.</p> <p>Ensure assessment systems are robust, consistent and used effectively to inform teaching and intervention.</p> <p>Monitor student progress and attainment data to identify trends, strengths and areas for development</p> <p>Lead quality assurance activities including learning walks, work scrutiny, lesson visits and curriculum reviews.</p>
Curriculum and Assessment	<p>Provide strategic oversight of curriculum design, implementation and evaluation.</p> <p>Ensure assessment systems are robust, consistent and used effectively to inform teaching and intervention</p> <p>Monitor student progress and attainment data to identify trends, strengths and areas for development</p>

	Lead quality assurance activities including learning walks, work scrutiny, lesson visits and curriculum reviews
Standards and Outcomes	<p>Lead strategies to improve pupil progress, attainment, and achievement across all key stages</p> <p>Ensure effective intervention systems are in place to support underperforming pupils and groups</p> <p>Work collaboratively with subject leaders to secure strong outcomes for all learners</p> <p>Oversee reporting systems and provide evaluation reports for governors, trustees and senior leaders</p>
Leadership and Management	<p>Line manage Assistant Headteachers and middle leaders, providing support, challenge and accountability</p> <p>Lead performance management processes relating to teaching and learning</p> <p>Support staff wellbeing while maintaining high professional standards and expectations</p> <p>Contribute to recruitment, induction and retention of high quality staff</p>
Stakeholder engagement	<p>Build positive relationships with parents, carers, governors and external partners</p> <p>Represent the academy at meetings, panels and multi-agency forums, where required</p> <p>Promote the academy positively within the wider community</p>
Safeguarding	<p>To be committed to safeguarding and promoting the welfare of children, young people and adults, raising concerns as appropriate.</p> <p>Required to maintain appropriate professional boundaries, follow safeguarding procedures, and raise concerns where necessary in accordance with statutory guidance and academy policy</p>
Data Protection	Comply with the Trusts policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.

Health and Safety	The postholder is required to comply with all academy health and safety policies and procedures, taking reasonable care for their own health and safety and that of others
Flexibility	<p>Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances.</p> <p>Reasonable additional duties commensurate with the grading of the job role may be requested from your line manager.</p> <p>Permanent & significant changes would be subject to consultation. All staff are required to comply with Policies and Procedures.</p>
Teacher standards	We expect all staff that work for the academy to uphold public trust and confidence both inside and outside of work.

Person Specification

QUALITIES	ESSENTIAL	DESIRABLE	EVIDENCE AND ASSESSMENT
QUALIFICATION			
Qualified teacher status	●		Application form, certificates
Degree	●		Application form, certificates
NPQH		●	
Evidence of continuing professional development	●		Application form
KNOWLEDGE AND EXPERIENCE			
Successful leadership and management experience in a school	●		Application form, references
An exemplar teaching practitioner	●		Application form, references, interview
Experience of improving teaching and learning across a school	●		Application form, interview
Evidence of improving student outcomes and attainment	●		Application form, interview
Experience of leading curriculum development and assessment systems	●		Application form, interview
Strong understanding of quality assurance and school improvement processes	●		Application form, interview
Experience of analysing pupil performance data effectively	●		Application form, interview
Experience of coaching, mentoring and developing staff	●		Application form, interview
Experience of line managing staff and holding teams or individuals to account	●		Application form, interview

Experience of analysing data, developing strategic plans, setting targets and evaluating progress towards them	•		Application form, interview
Experience of implementing whole school improvement strategies	•		Application form, interview
Experience of working with external agencies	•		Application form, interview
Experience of leading interventions to support vulnerable students	•		Application form, interview
Experience of leading staff development sessions	•		Application form, interview
Experience of teaching in a church school or Academy		•	Application form, interview
OCCUPATIONAL SKILLS			
Lead by example and be a role model to all staff and students	•		Application form, interview
Ability to organize work, prioritise tasks, make decisions and manage time effectively	•		Application form, interview
Excellent interpersonal and communication skills to engage a range of audiences including staff, children, parents, governors and external agencies	•		Application form, interview
OTHER REQUIREMENTS			
Enhance DBS clearance	•		
Demonstrable knowledge of SEND and to KCSIE (including Prevent and British Values)	•		Application form, interview
Ability to remain calm, positive and enthusiastic when working under pressure	•		Application form, interview

Evidence of leading through OFSTED and/ or SIAMS with positive outcomes	•		Application form, interview
Ability to articulate and share the school vision, aims and values	•		Application form, interview
Equal Opportunities <ul style="list-style-type: none"> - An understanding of and commitment to equality of opportunity. - Abide by all academy and Trust equal opportunity policies 	•		Application form, interview
Safeguarding <ul style="list-style-type: none"> - Committed to safeguarding and promoting the welfare of children and young people - Ability to form and maintain appropriate relationships and personal boundaries with children and young people 	•		Application form, interview

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Disclosures are handled in accordance with the DBS Code of Practice which can be accessed from Direct.gov.uk

'The Academy is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service .

'CVs will not be accepted for any posts based in schools.'

