



Job Title and Level

Deputy Headteacher (Teaching, Learning and Assessment)

Main Purpose of the Role

The Deputy Headteacher (Teaching, Learning and Assessment) will play a crucial role in supporting the Headteacher and the Senior Leadership Team in driving the strategic direction and vision of Ysgol Friars. As a key member of the senior leadership team, the Deputy Headteacher will be responsible for leading and managing the school's teaching and learning strategies, assessment practices, and professional development of staff to ensure the best possible outcomes for all pupils. The deputy headteacher will also have oversight, in partnership with Assistant headteachers, of curriculum development, skills strategy, standards and progress

Key Responsibilities and Duties

School Culture and Behaviour

- Contribute to creating and maintaining an environment and a code of behaviour which promotes and secure excellent teaching, effective learning, and high standards of behaviour and achievement.
- Lead designated areas to ensure improvements in pupils' knowledge, skills, and abilities and facilitate excellent pupil progress.
- Contribute to creating and maintaining an effective partnership with parents and carers to support and improve pupils' achievement and personal development.
- Contribute to developing effective links with the wider community, including local, national, and partnership arrangements, to extend the curriculum and enhance learning and teaching.
- Ensure that pupils develop study and information handling skills to learn effectively and with increasing independence.
- Lead by example, acting with integrity and respect in all aspects of leadership, showing professional regard for the policies, practices, and ethos of the school.
- Foster positive relationships and attitudes to inspire and motivate.
- Show an understanding of, and always act within, the statutory frameworks which set out professional duties and responsibilities.

Teaching and Learning

Be the lead professional responsible for driving teaching and learning strategy and setting high expectations for pupils and staff.

Act as a coach and mentor for others with the ability to model and exemplify good practice and act as support for other teachers.

Provide regular, diagnostic feedback for colleagues in a way that recognises good practice and challenges where necessary in a way that results in a tangible impact on students' learning.

Lead on the development of policies and practices across the school that promotes inclusion and high achievement through effective and differentiated teaching, learning and assessment.

Secure and sustain effective teaching and learning throughout the school through structured monitoring, evaluation and review processes.

Lead on the first-hand quality assurance processes supporting the senior leadership team to effectively evaluate the quality of teaching across the school.

Implement highly effective CPD programmes focused on enhancing learning;

Ensure appropriate support and interventions are put in place, as necessary, to secure high quality teaching and learning experiences

Enhance our literacy, numeracy and Digital Competency strategies in partnerships with the Assistant Head teachers and lead teachers for each area

Oversee the assistant headteacher for curriculum and assistant headteacher for standards, ensuring that our provision meets the need of all our pupils.

Leading and Managing Staff

- Support and deputise for the Headteacher, as appropriate.
- Contribute to inspiring, motivating, developing, and enabling staff in the school to carry out their respective roles to the highest standard consistent with the purposes of the school and its mission.
- Help plan, allocate, support, and evaluate work, ensuring effective delegation of tasks and responsibilities.
- Contribute to encouraging, leading, supporting, and coordinating the continuing professional development of staff, offering an appropriate role model.
- Contribute to implementing effective systems of performance management.
- Stay abreast of current issues and support other colleagues in keeping their knowledge and practice up to date.
- Provide regular feedback for colleagues in a way that recognises excellent practice and results in a tangible impact on pupil learning.
- Establish clear expectations and constructive relationships among staff.

Specific Duties

- Lead the strategic direction of teaching and learning in the school.
- Design and lead CPD for teaching staff based on improvement priorities.
- Lead the quality assurance processes to support effective teaching and learning
- Lead the school's developmental drop-in system that ensures all teachers receive regular feedback on their teaching.
- Lead the school's ITE and NQT programmes.
- Line manage a team of heads of department/Faculties leads
- Lead the strategic direction of assessment in years 7-10, ensuring that assessments are well-designed and the data produced is accurate and robust.
- Lead the whole-school assessment preparation and revision strategies.

- Support the Headteacher and Leadership Team in the day-to-day management of the school.
- Communicate the school's vision compellingly
- Lead by example, focusing on providing excellent education for all students.
- Lead on particular whole-school strategies and policy areas.
- Build positive relationships with members of the school community.
- Keep up to date with developments in education.
- Seek training and continuing professional development to meet own needs.
- Assist with the selection and recruitment of new teaching staff.
- Carry out professional development reviews of middle leaders, including carrying out appraisals, providing professional development opportunities, and holding staff to account to their performance.
- Create an ethos within which their direct reports are motivated and supported to develop their skills and knowledge.
- Commit to their own professional development, proactively identifying development opportunities.

Effective Communication

- Communicate effectively with staff, pupils, and parents/carers of pupils as appropriate.
- Provide information, advice, and support to the Governing Body to enable it to meet its responsibilities.
- Where appropriate, communicate and cooperate with people or bodies outside the school.
- Follow agreed policies for communication in the school.
- Attend, lead, and contribute to meetings.
- Take part in marketing and liaison activities such as Open Evenings, Parents' Evenings, liaison events with partner schools, etc.
- Regularly gain pupil and parent feedback.

Skills and Competencies

- Excellent communication and interpersonal skills, with the ability to build positive relationships with staff, pupils, parents, and the wider community.
- Strong leadership and management skills, with the ability to inspire, motivate, and enable staff to deliver high-quality teaching and learning.
- Thorough understanding of curriculum development, assessment, and pupil progress tracking, with the ability to use data effectively to drive improvement.
- Proven track record of successful teaching and the ability to model outstanding practice.
- Commitment to continuous professional development and a willingness to share expertise and support the development of others.
- Excellent organisational and time-management skills, with the ability to prioritise effectively and work under pressure.

- Thorough understanding of safeguarding and child protection procedures, and a commitment to promoting the welfare and safety of all pupils.
- Alignment with the school's vision, values, and ethos, and a passion for providing high-quality education for all pupils.

Professional Development

Ysgol Friars is committed to supporting the professional development of all staff, including the Deputy Headteacher (Teaching, Learning and Assessment). The successful candidate will have access to a range of training and development opportunities, both within the school and through external providers, to enhance their skills and knowledge and support their career progression.

The school values continuous learning and encourages all staff to engage in ongoing professional development, aligning with the school's vision of providing the best possible education for all pupils.

Safeguarding

The Deputy Headteacher (Teaching, Learning and Assessment) will have a key role in promoting the safety and well-being of all pupils at Ysgol Friars. They will be expected to work closely with the Designated Safeguarding Lead (DSP) and other relevant professionals to ensure that all safeguarding policies and procedures are followed, and that any concerns about a pupil's welfare are promptly reported and addressed.

Specific safeguarding duties for the Deputy Headteacher will include:

- Ensuring that all staff under their line management receive appropriate safeguarding training and are aware of their responsibilities.
- Monitoring the implementation of the school's safeguarding and child protection policies and procedures within their areas of responsibility.
- Promoting a culture of vigilance and a safe environment for all pupils.
- Participating in the school's safeguarding and child protection processes, including the reporting of concerns and the implementation of agreed actions.
- Ensuring that the curriculum includes opportunities for pupils to learn about staying safe and recognising signs of abuse or neglect.
- Collaborating with external agencies and professionals to support the school's safeguarding efforts.

The Deputy Headteacher will be expected to adhere to all relevant safeguarding legislation and guidance and to work closely with the school's leadership team to ensure that the school's commitment to pupil welfare is upheld at all times.

Person Specification

| Attributes | Requirements | Essential | desirable | Method of evaluation |
|--|--|------------------------------|--|----------------------------|
| Education, qualifications and training | Qualified Teacher Status. Qualification/experience of teaching pupils throughout the secondary age range. Full Registration with EWC. Evidence of further personal development | Y y | Y | Application form |
| Knowledge and experience | Experience of leading teaching of subject areas throughout a secondary school. Experience of contributing to school as part of a middle or senior leadership structure to raise standards of attainment and achievement. Demonstrate a clear understanding of school development and its implementation. Experience of relevant professional development training being linked to school improvement. Experience of innovation and managing change. Experience of developing initiatives both within and beyond school. Knowledge and understanding of the teaching needs across the whole age range. Experience of working as part of a team that is committed to an inclusive agenda Experience of leading a quality assurance programme | Y Y Y Y | Y Y Y Y | Interview, application, |
| Skills and personal Qualities | Outstanding interpersonal and communication skills. Ability to demonstrate an awareness of the needs of colleagues and have a clear understanding of the expectations and the needs of the school community and the wider community. | Y Y | | Interview, application, |

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| | Ability to play a key role in supporting the Head teacher not only in leading the school but also in further developing a collegiate approach to working. | | Y | |
| | Ability to act as a critical friend to the Headteacher. | Y | | |
| | Evidence of initiatives development and practice. | | Y | |
| | Ability to drive development | Y | | |
| | Commitment to safeguarding and enhancing pupil wellbeing | Y | | |
| | Commitment to the Welsh Language and Cynefin | Y | | |