



## Tolworth Girls' School & Sixth Form

### Job Description

Post:	Deputy Headteacher - Quality of Education
Responsible to:	Headteacher & Chair of Governors
Salary:	Leadership Scale (Outer London) L22-26
Accountable to:	Headteacher

This is a new role at Tolworth Girls School & Sixth Form and one that is pivotal to the Academy's continued success. The quality of education we provide was judged to be 'outstanding' by Ofsted in September 2017 and in the recent QAR review we were judged to be a Leading School. Our performance is outstanding and we are an Academy of choice for our locality. Our expectation is that these exceptionally high standards and the academic rigour for which the Academy is known will be continued for many years to come.

This is a very exciting time to be joining the team as we are growing and very keen for the Academy to embark on the next phase of its Learning journey. The successful candidate will gain a wide range of experience and be encouraged to develop professionally, with a view to being well prepared for Headship at some point in the future.

#### Main Duties

- Hold and articulate clear values and moral purpose, focused on providing a world-class education for the students.
- Demonstrate positive relationships and attitudes towards students and staff, and towards parents, Governors and members of the local community.
- Lead by example - with integrity, creativity, resilience and clarity; drawing on own scholarship, expertise and skills, and that of those around them.
- Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.
- Work with political and financial astuteness, within a clear set of principles centered on the school's vision, ably translating local and national policy into the school's context.
- Communicate the school's vision, and drive the strategic leadership, empowering all students and staff to excel.
- Demand ambitious standards for all students, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on students' outcomes.



- Establish an educational culture of ‘open classrooms’ as a basis for sharing best practice within the school, drawing on and conducting relevant research and robust data analysis.
- Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
- Hold all staff to account for their professional conduct and practice.
- To make all reasonable efforts for students to have equal access to all activities delivered at TGS.

The Deputy Headteacher will also have an appropriate teaching commitment and deputise for the Headteacher in their absence.

### Specific Responsibilities

The post holder is accountable for the Quality of Education at Tolworth Girls’ School & Sixth Form

This includes:

- Ensuring that the whole curriculum provided by TGS is broad, balanced, fulfils all statutory requirements and meets the needs of all students.
- Ensuring that the Academic and non- academic curriculum provided is Diverse, promotes equality and recognises the cultures, histories and beliefs of our school community.
- Ensuring that all priorities in the School Improvement Plan, relating to the quality of education are met.
- Working with and leading the Curriculum development across six Faculty areas.
- Working with the Pastoral team to deliver the Non- academic curriculum across all school phases.
- Ensuring that each faculty has detailed curriculum maps which set out what should be learnt by the end of each stage, how this will be embedded into long-term memory and how new knowledge, skills and understanding will be assessed.
- Ensuring that the curriculum maps mentioned above are followed consistently by all staff.
- Leading the options processes in Year 8 and Year 11.
- Organising an ongoing programme of quality assurance (including book samples, learning samples and student voice)
  - to monitor the quality of teaching, learning and assessment, recognising good practice and taking appropriate steps if there is cause for concern.
- Creating an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
- Identifying emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.

Working very closely with the Deputy Head with responsibility for Raising standards and Assessment

Ensuring that

- After each data entry, relevant progress and attainment data is provided for the Headteacher, Heads of Faculty, Standards and Progress Leaders and teachers.



- Heads of Faculty put appropriate and effective intervention in place to address areas for improvement once whole school/subjects and class level progress/attainment data has been analysed
- There is a Curriculum element and focus for the CLT group meeting.
- Ensuring that every student is set a challenging but attainable target each academic year, according to the school's ambition.
- The line management of a Core area.
- Ensuring that each faculty has at least one enrichment activity within the taught curriculum per half term.

The post holder will also:

- Teach 10 periods a fortnight.
- Attend all SLT meetings.
- Attend all SLT/HOF meetings.
- Attend Local Governing Committee Meetings and serve these with reports as required.
- Attend school functions as required.
- Have a high, visible presence around the school.
- Performance manage staff as allocated by the Headteacher.
- Be an advocate for TGS at all times



Tolworth Girls' School & Sixth Form

Person Specification

Deputy Headteacher - Quality of Education

QUALIFICATIONS	Essential	Desirable
Relevant honours degree	✓	
PGCE or equivalent in secondary education	✓	
Qualified teacher status	✓	
<b>EXPERIENCE</b>		
Successful experience of teaching specialist subject up to and including A level	✓	
Successful experience of leading/managing aspects of the curriculum and teaching, learning and assessment at senior leadership level.	✓	
Proven success at being accountable for the academic outcomes of students at senior leadership level.	✓	
Experience of line managing curriculum leaders.	✓	
Evidence of appropriate professional development in preparation for deputy headship.	✓	
Experience of effective whole school quality assurance of teaching, learning and assessment.	✓	
<b>KNOWLEDGE AND SKILLS</b>		
Up-to-date knowledge of the requirements of the National Curriculum and other compulsory subjects at secondary level.	✓	
Familiarity with a range of external data, including the ISDR, ASP and Level 3 Value Added, and the ability to use this for school improvement.	✓	
The ability to analyse internal and external data accurately, identifying strengths and areas for development.	✓	
Knowledge of a wide range of effective intervention strategies and the ability to implement these across the curriculum and monitor their impact.	✓	
The ability to lead a team of senior staff in working collaboratively to sustain outcomes that are well above national across the curriculum.	✓	
The ability to hold others to account and manage difficult conversations.	✓	
Knowledge of the current Ofsted framework and an understanding of the concepts of curriculum intent, implementation and impact.	✓	
The ability to work quickly and effectively to resolve day-to-day issues and progress more significant work.	✓	
The ability to communicate clearly and effectively in writing and verbally to a variety of audiences.	✓	



Knowledge of how skilful curriculum planning enables learning to take place and all students to make exceptional progress.	✓	
Understanding of best practice in monitoring the quality of teaching, learning and assessment across the school.	✓	
An understanding of the barriers to learning faced by disadvantaged students and the strategies that can be used to overcome these.	✓	
<b>Personal</b>		
A willingness to work outside the normal working week, including during school closure periods, if required.	✓	
A commitment to continuing personal development.	✓	
Academic rigour.	✓	
<b>General</b>		
Good attendance and punctuality record.	✓	
Professional dress.	✓	