

Deputy Head – Teaching, Learning & Innovation

Overview

The Deputy Head -Teaching, Learning and Innovation, is a key leadership position responsible for overseeing the development and execution of exceptional teaching and learning practices throughout our school. This role will inspire and lead the school with ambition for every child, and ensure the consistent delivery of the curriculum, high academic standards, and the promotion of a culture where curiosity leads the learning.

The Deputy Head, Teaching, Learning & Innovation will be part of the Senior Leadership team, and directly involved in the strategic running of our busy school and a highly visible and positive role model for our community.

This job description indicates the range of duties involved but is not intended to be all-inclusive and requires the post-holder to be flexible and show initiative. The post holder may perform other related duties as required to meet the ongoing needs of the school.

Key Responsibilities

- Lead and innovate on teaching and learning and curriculum development
- Promote a culture, where creativity and independent thinking is highly valued
- Plan the curriculum and construct learning experiences that ensure access, engagement and challenge for all pupils
- Drive high standards of learning, championing engaging lessons with a high proportion of active pupil engagement
- Lead with inspiration and kindness
- Foster explicit links between areas of learning/subjects to ensure sharing and modelling of good practice
- Be highly visible and show bounding optimism

Leadership

- Deputise for the Headteacher in his absence
- Support the Headteacher in the leadership and strategic development of the school
- Lead teaching, assessment and reporting
- Lead the school with best practice and innovation across the sector to ensure our curriculum remains and modern and relevant
- Introduce and lead school wide initiatives to continuously improve the quality of teaching and learning, leading change
- Spearhead the school's commitment to metacognition and character learning and support the promotion of this to prospective parents
- Lead and monitor the school's curriculum records to support effective teaching and learning and collaborative planning
- Contribute to SLT meetings – ensure all important information is communicated to the team

- Plan and lead professional development (whole school, targeted, individual) across the school ensuring direct links to school and cross-school development targets, to teacher performance and to pupil outcomes
- Attend the Governor's Education sub-committee meetings termly and build constructive partnerships with nominated Governors for teaching and learning
- Take one SLT late duty slot a week until 6pm

Management

- Work close with the Head of Pre-Prep to ensure continuity and alignment across the school
- Liaise with Subject Leaders and staff to monitor curriculum impact and on academic objectives
- Encourage the promotion of subjects, by encouraging staff to write newsletter articles and provide content for social media posts
- Ensure that teachers are adhering to academic policies and maintaining high standards of teaching via lesson walks, book scrutinies and close monitoring
- Ensure staff are fully abreast of all information they need to know within school and information shared to you is passed to the appropriate staff members
- Implement the agreed-upon classroom practices and provide high quality support to classroom teachers and leaders in their implementation of best practice
- Evaluate and share new educational ideas ensuring that any new and relevant research is sound, leads to agreed school improvement targets
- Identify priorities for action and areas for school improvement, set targets for improved effectiveness
- Contribute to induction of new staff and ongoing mentoring processes
- Line manage the Heads of Department, chairing and minuting regular meetings
- Line manage the School SENCo

Roles and Responsibilities

- Oversee the whole school learning environments, including shared and communal spaces, are well maintained and effectively support and celebrate pupils' learning and thinking
- Work collaboratively with SLT to ensure annual school timetables meet requirements such as weighting for areas of learning
- Lead and promote the Personal Development Review (PDR)
- Establishes, enact and maintain the teaching and learning, incorporating the approach to homework, marking and feedback
- Lead on curriculum enrichment, ensuring each department has opportunities to run trips, talks, competitions and workshops
- Oversee the co-curricular club programme, ensuring it has a variety of offering
- Direct the collection and analysis of all academic performance data
- Guide the monitoring and acceleration of pupil progress, managing interventions as needed
- Overseeing and recording academic awards
- Arrange and lead all internal assessments
- Be responsible for the 11+ 'future schools' process, including planning parent information meetings, CATS tests, ISEB tests, practise interviews and writing references for potential schools
- Establish deadlines and guidelines for reports, taking overall responsibility for proofreading and quality control

- Organise and run parents' evenings alongside the Head's EA
- Monitor compliance with policies and procedures in accordance with school specific systems, United Learning policy and relevant legislation
- Undertake policy development and review, as required, and ensure policy implementation and practice
- Teach regular lessons scheduled in the timetable, planning, delivering and assessing inspirational and creative lessons, collaborating with subject/ year group colleagues as required
- Monitor, record and report, both verbally and in writing, on the progress of teaching groups
- Working alongside the Head's EA to lead large school events, including Prize Giving, Christmas Event etc.
- Assist with the admissions process, by supporting events and assessing children where required
- Be actively involved in all aspects of school life
- Always uphold our Safeguarding culture of vigilance and act as Deputy Designated Safeguarding Lead
- Takes on any additional tasks reasonably required by the Headteacher

Person Specification

Qualifications

A postgraduate teaching qualification	• Essential
Qualified Teacher Status	• Essential
Evidence of further relevant professional development	• Desirable
Driving Licence	• Desirable

Experience

- Qualified teacher with excellent knowledge and teaching skills
- An experienced, proven leader within primary schools
- Experience in developing initiatives to continually enhance the quality of teaching and learning

Knowledge

- **Safeguarding and Child Protection** – In-depth understanding of senior leadership responsibilities concerning safeguarding and child protection, with a strong commitment to upholding and implementing best practices
- **Comprehensive Knowledge of Teaching and Learning** – Well-versed in effective teaching and learning strategies within a primary school setting, ensuring high standards of education
- **Familiarity with the Inspection Process** – Solid understanding of the school inspection process and experience in preparing for and supporting successful evaluations
- **Curriculum Development and Implementation** – Strong knowledge of curriculum design, delivery, and assessment, with the ability to monitor and evaluate its impact on student progress
- **Educational Legislation and Policies** – Well-informed about current educational laws, policies, and regulations, ensuring school practices comply with legal and governmental requirements

- **Inclusion and Diversity** – Understanding of best practices for promoting an inclusive learning environment that meets the needs of all pupils, including those with special educational needs and disabilities (SEND)
- **Staff Development and Performance Management** – Knowledge of performance management processes, including the development of staff through coaching, mentoring, and professional development opportunities

Skills

- **Leadership and Motivation** – Demonstrates the ability to lead, inspire, and motivate both staff and students to achieve excellence
- **Presentation Skills** – The ability to engage an audience with gravitas and flair
- **Data Analysis and Progress Monitoring** – Proficient in analysing academic data to track pupil progress, identify trends, and implement targeted interventions
- **Collaborative Approach** – Work effectively with colleagues, parents, and the wider community to create a supportive, inclusive environment
- **Organisation and Time Management** – Highly organised with exceptional time management skills to balance multiple priorities
- **Empathy and Teamwork** – Sensitive to the needs of others and thrives in both leading and being part of a team, with strong communication and support skills
- **Professionalism** – Maintain an open, professional approach in interactions with colleagues and students' families
- **Adaptability and Flexibility** – Demonstrate the ability to prioritise tasks, manage time efficiently, and remain flexible in response to changing circumstances
- **Integrity** – Commit to upholding high ethical standards and serving as a role model for both staff and students
- **Global and Local Awareness** – Understand the broader educational context, both locally and globally, and uses this to inform practice and decision-making
- **Change Leadership** – Inspire and lead colleagues confidently, driving innovation, change, and continuous improvement
- **Facilitation of Collaboration** – Create structures and opportunities that encourage staff collaboration and sharing of best practices
- **Decision-Making and Commitment** – Possess strong organisational and decision-making skills, with a high level of personal commitment to school improvement
- **Support for Quality Teaching** – Provide high-quality support to colleagues in the delivery of effective and inclusive teaching strategies
- **Self-Management** – Demonstrate independence in managing key responsibilities and maintaining focus on priorities

Personal Qualities

- **Commitment to School Values** – Embody and promote the school's values, building trust and respect with colleagues, students, and their families
- **Visionary Leadership** – Demonstrate a forward-thinking mindset with a clear vision for school improvement and fostering student success
- **Calm under Pressure** – Maintain composure and focus in challenging situations, adjusting effectively to evolving circumstances
- **Organisational and Decision-Making Excellence** – Shows a high level of personal commitment, organisational ability, and sound decision-making skills
- **Reflective Practice** – Continuously reflect on personal performance and actively seek professional development and growth opportunities
- **Inclusive and Empathetic** – Cultivate an inclusive, warm, and supportive environment, demonstrating empathy and sound judgment for all members of the school community

- **Passion for Education** – Possesses a deep passion for education and a strong desire to grow as both an educator and a leader

All positions are subject to safeguarding checks including an Enhanced Disclosure and Barring check from the Disclosure and Barring Service (DBS), shortlisted candidates will be subject to an online check.