

Job Title: Deputy Headteacher – Curriculum

Responsible to: Headteacher

Start Date: January 2026 or before if possible

Location: Belmont School (Year 1 – Year 13)

Salary: Leadership Scale

Job Purpose

The Deputy Headteacher – Curriculum will provide strategic leadership for the design, delivery and quality assurance of the school's curriculum. The postholder will ensure that the curriculum is ambitious, inclusive and responsive to the needs of pupils with Social, Emotional and Mental Health (SEMH) needs.

The role will lead the development of teaching and learning, assessment and progress monitoring systems, ensuring that all pupils receive high-quality teaching and are supported to make meaningful academic and personal progress.

The Deputy Headteacher – Curriculum will lead curriculum planning, timetabling, assessment and reporting processes, and the quality assurance of teaching and learning across the school.

This job description outlines the main responsibilities of the role and is not intended to be exhaustive. As a member of the senior leadership team, the postholder will be expected to undertake other reasonable duties commensurate with the level and nature of the post, as directed by the Headteacher.

Key Responsibilities

Strategic Curriculum Leadership

- Lead the development, implementation and review of the school's curriculum policy.
- Ensure the curriculum is broad, balanced and adapted to meet the needs of pupils with SEMH.
- Ensure curriculum provision meets statutory requirements and supports pupils' academic and personal development.
- Work with subject leaders to develop clear curriculum intent, implementation and impact.
- Lead the development of PSHE and RSE provision across the school with the coordinators.

Teaching and Learning

- Lead and oversee the quality assurance of teaching and learning across the school.
- Develop a culture of high expectations and continuous improvement in classroom practice.
- Carry out lesson observations, learning walks and work scrutiny.
- Provide coaching and professional development to support staff to improve teaching practice.
- Ensure consistency in teaching standards across departments.

Timetable and Curriculum Organisation

- Lead the development and management of the school timetable, ensuring it meets the needs of pupils and staff.
- Ensure appropriate curriculum pathways for all pupils.
- Review curriculum structure to ensure efficient and effective use of staffing and resources.

Assessment, Progress and Reporting

- Lead the development and implementation of systems for assessment and progress tracking.
- Ensure robust monitoring of pupil progress across subjects.
- Analyse assessment data and report trends to the Headteacher and Senior Leadership Team.
- Ensure effective systems for written reports to parents/carers.
- Oversee the organisation and delivery of parents' evenings.

Quality Assurance

- Develop and implement systems for monitoring the quality of teaching and learning.
- Lead whole-school progress tracking and ensure interventions are in place where pupils are underperforming.
- Ensure consistent and high-quality assessment practice across subjects.

Leadership and Line Management

- Line manage Subject Leaders, Assistant Head Inclusion and Assistant Head Outcomes, providing guidance, challenge and support.
- Ensure subject leaders effectively monitor curriculum quality and pupil outcomes within their areas.
- Support middle leaders in curriculum development and departmental improvement planning.

Teaching Assistant Standards

- Lead the development and implementation of Teaching Assistant standards and expectations.
- Ensure TAs are effectively deployed to support teaching, learning and pupil progress.
- Work with leaders to support professional development for support staff.

Examinations (from AY 2026/27)

- Undertake the role of Exams Officer, ensuring that all internal and external examinations are administered in accordance with regulations.
- Ensure compliance with examination boards and regulatory requirements.
- Coordinate exam timetables, access arrangements and invigilation.

Financial Management

- Oversee departmental budget allocations in partnership with the Headteacher and Finance team.
- Ensure effective and efficient use of curriculum resources.
- Monitor spending to ensure value for money and alignment with school priorities.

Leadership and Management

- Support the Headteacher in the strategic leadership and management of the school.
- Contribute to whole-school development planning and self-evaluation.
- Promote high professional standards and a culture of accountability and improvement.

Person Specification

Essential

- Qualified Teacher Status (QTS).
- Significant teaching and leadership experience.
- Strong understanding of curriculum design and development.
- Experience leading teaching and learning improvement.
- Experience with assessment, data analysis and progress monitoring.
- Strong organisational and leadership skills.
- Commitment to improving outcomes for pupils with SEMH needs.

Desirable

- Leadership qualification (NPQSL/NPQH or equivalent).
- Experience working in a specialist or alternative provision setting.
- Experience leading PSHE/RSE programmes.
- Experience managing whole-school timetables.

Key Competencies

- Strategic curriculum leadership
- Data-informed decision making
- Coaching and staff development
- Organisation and planning
- Communication and collaboration

Belmont School is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be required to undertake an enhanced DBS check and comply with all safeguarding procedures.