



Deputy Headteacher

Curriculum and Assessment

This is a reserved post and applicants must be practicing Catholic and in good standing with the Church

Salary: L22 to L26
£92,878 to £101,462

Required for: September 2025
Application Closing Date: Thursday 15th May 2025
Interview Date: TBC

Please note that Bishop Challoner reserves the right to interview and appoint prior to the closing date

Starting salary dependent on experience



Bishop Challoner
Catholic School

Why Work For Us?

Bishop Challoner Catholic School provides a lively and successful Learning environment with a thriving sixth form. The school became part of the Lux Mundi Catholic Academy Trust in September 2024.

We offer state of the art buildings, facilities and dedicated professional staff - Bishop Challoner is an exciting and supportive environment in which to work and develop your career.

We are seeking a Catholic leader to join our Senior Leadership Team as **Deputy Headteacher with responsibility for the Curriculum and Assessment**. This is an exciting opportunity to shape the academic direction of our school while remaining rooted in our mission to nurture every student spiritually, academically, and personally.

You will join an ambitious school at an exciting time in our trajectory of improvement. We are now looking for an inspiring Deputy Headteacher to lead the ongoing development and delivery of a curriculum and assessment model that is academically ambitious and inclusive.

Your key responsibilities will include:

- Working with the senior leadership team in securing above national average outcomes for all students.
- Leading the strategic vision, design, and implementation of a curriculum that reflects the school's mission.
- Leading the school's vision, design and implementation of assessment across Key stage 3,4 and 5.
- Ensuring that curriculum planning supports a broad and balanced education, providing all students with the knowledge, skills, and values they need to thrive.
- Working collaboratively with Heads of Department and other Senior Leaders to secure consistency and excellence in teaching, learning, and assessment.
- Leading on the use of data and evidence-informed practice to monitor curriculum impact and address areas for improvement.
- Leading on timetabling, subject offer planning, and compliance with national curriculum requirements.
- Supporting the Headteacher in driving the school's Catholic ethos.

We are looking for a leader who:

- Has a proven track record of successful senior leadership in a secondary school context.
- Has experience in curriculum leadership, development, and innovation.
- Demonstrates a deep understanding of teaching and learning and how the curriculum can transform lives.
- Can inspire, develop, and challenge staff and students to strive for excellence.
- Is committed to inclusion, social justice, and nurturing the dignity of every child.

In return, we offer:

- A strong and supportive Catholic community with a clear mission and sense of purpose.
- A dedicated, hardworking team of staff and governors.
- Motivated, respectful students who embrace challenge and opportunity.
- A commitment to your professional development.
- Two -week October half term
- The opportunity to make a profound and lasting impact on the life of the school.

Visits to the school are **warmly welcomed and encouraged**. For more information or to arrange a visit, please contact Mrs Stacey Wright, HR Director, on 02089855150 or email staceywright@cardinalpole.co.uk



JOB DESCRIPTION

TITLE: DEPUTY HEADTEACHER – CURRICULUM AND ASSESSMENT

RESPONSIBLE TO: HEADTEACHER

GRADE: L22-L26

RESPONSIBLE FOR: Tracking of Student Progress, Improving Student Progress & Attainment, Assessment Cycle & Target Setting, Public Exams, Curriculum Organisation & Development, Whole School data, and Timetabling.

General Requirements

1. To sustain and develop the Catholic ethos
2. To lead on specific areas of school improvement as identified in the School Development Plan and as directed by the Headteacher
3. To be responsible for policies, documents and budget headings as required by the Headteacher
4. To be accountable for assigned areas of responsibility by playing an active and strategic role in implementing the school's monitoring and evaluation systems
5. To assist the Headteacher in updating the School Development Plan and School Evaluation processes and to be responsible for specific areas
6. To work as a member of a team
7. To be fully informed of areas that do not fall directly under their responsibility
8. To lead by example and be a positive role model
9. To be aware of current educational developments and conclusions of educational research
10. To ensure own professional growth
11. To promote a harmonious and happy relationship between students and staff
12. To have a high profile around the school
13. To give freely of time outside of school hours
14. To promote and support school events and to attend all school functions
15. To respond fully to the corporate needs of the school
16. To be fully supportive of decisions taken by the Headteacher and the leadership team
17. To have well organised systems in place to manage and lead at a senior strategic level
18. To have a lead strategic and professional responsibility in ensuring policies, procedures and whole school initiatives are understood and responded to by all staff
19. To deputise for the Headteacher as and when requested or required
20. To attend Governing Body meetings as required by the Headteacher
21. To ensure that all staff provide opportunities to raise awareness of safety and health issues
22. To undertake additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed appropriate by the headteacher

Curriculum Organisation & Development

1. To be responsible for the organisation, management, evaluation and review of the curriculum and timetable in KS3, KS4 and KS5, liaising as necessary with relevant agencies and external partners
2. To lead and keep colleagues abreast of curriculum innovations, development and opportunities and recommending and leading change where necessary
3. To produce, monitor and evaluate the Curriculum Policy
4. To ensure the curriculum offer takes account of the needs of all students
5. To liaise with the leadership team regarding curriculum organisation, timetabling and staffing needs
6. To liaise with the Head of Sixth Form on admissions and options post 16
7. To advise the Headteacher and Governors on costing the curriculum and timetable
8. To keep staff and Governors updated regarding statutory curriculum requirements and developments
9. To represent the school at curriculum meetings in the borough

Student Achievement

1. To coordinate all aspects of public examinations in liaison with the Exams Officer and the leadership team
2. To analyse all examination and assessment data and set targets for improvement with the Headteacher and the leadership team
3. To present data analysis at SLT and Governors meetings as required.
4. To produce, implement, monitor and evaluate the school's Public Examination policy
5. To produce, implement, monitor and evaluate the school's Assessment policy
6. To lead the monitoring and evaluation of academic progress in liaison with the leadership team
7. To liaise and work with Heads of Department in setting whole school targets for cohorts and groups within cohorts
8. To coordinate the analysis of student assessment data and liaise with the leadership team with regard to under achievement
9. To ensure that appropriate intervention strategies are implemented by the leadership team to support student progress and achievement of targets
10. To ensure consistency, transparency and effectiveness of summative assessments
11. To coordinate, monitor and evaluate the school's audit and assessment procedures including reporting to parents
12. To oversee all aspects of BTEC and other vocational courses in terms of assessment and verification

Student

1. To conduct assemblies
2. To promote and acknowledge the individual value of each student and encourage their sense of self worth
3. To have high expectations of students in all aspects of their school life
4. To ensure that all students are aware of and follow a healthy lifestyle
5. To be responsible for the safety and welfare of all students
6. To praise and encourage all students
7. To deal with behaviour issues in a measured and tolerant manner taking care to assess and investigate issues sensitively, offering appropriate guidance and implementing sanctions, including restorative measures
8. To remain calm and make decisions swiftly, when necessary, with an eye on the 'big picture'
9. To assist the headteacher with formal student discipline procedures

Staff Leadership & Management

1. To work collegially with the Headteacher and the Leadership Team, upholding the expectations of confidentiality and loyalty within a tightly knit team
2. To ensure that all staff perform to their job description and are set clear and high expectations in terms of performance and accountability
3. To line manage Head of Department/s (subject to change) and Senior Leaders (subject to change)
4. To monitor, evaluate and quality assure the work of those Heads of Departments you line manage through Performance Management and the school's monitoring and evaluation systems
5. To meet those line managed on a regular basis with a pre-set agenda with actions identified and followed up
6. To support and develop those line managed and to encourage them to take advantage of relevant opportunities for professional growth
7. To support those staff with whom there are concerns to ensure that opportunities for improvement are available through coaching and mentoring, target setting, Inset and sharing good practice
8. To play an active role in monitoring staff and following school guidelines with regard to issues of attendance, capability and discipline
9. To have high expectations of those line managed and be prepared to hold them to account in terms of fulfilling their responsibilities, meeting deadlines and quality of work
10. To assist the headteacher in staff recruitment
11. To implement sickness monitoring, discipline and capability procedures when necessary and as directed by the Headteacher
12. To have high expectations of all staff and be proactive in ensuring that all staff fulfil their responsibilities while remaining sensitive to morale and workload
13. To be prepared to give staff a full account of actions taken by the senior leadership team and the leadership team and respond appropriately to concerns expressed by members of staff
14. To promote good professional working relationships with and between members of staff and provide good and consistent advice and support

Deputy Headteacher Person Specification	E	D
Qualifications		
Qualified teacher status QTS	✓	
Honours degree or equivalent	✓	
Relevant and recent CPD in preparation for Deputy Headship		✓
NPQH or commitment to training for NPQH		✓
Catholic Certificate Religious Studies (CCRS)		✓
Personal		
Able to uphold expectations of confidentiality and loyalty	✓	
Personal values that are consistent with the ethos of a Catholic School	✓	
A practicing commitment to the Catholic faith and a clear vision of the nature and purpose of Catholic education	✓	
Experience in leading acts of collective worship in School		✓
Secured understanding of the distinctive nature of the Catholic school and Catholic education.	✓	
Drive to support and promote the Catholic ethos and character of the school	✓	
Ability to inspire the trust, confidence and respect of students, staff and the community	✓	
Integrity, sound judgement and loyalty	✓	
A desire and determination to make a significant contribution to the school as a whole	✓	
Be able to manage own work load effectively and respond swiftly to tight deadlines	✓	
Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit	✓	
Passionate about enabling all students to fulfil their potential	✓	
Drive, energy, resilience and a sense of humour	✓	
Excellent interpersonal & communication skills	✓	
Ability to operate at a strategic level including effective use of data, self evaluation and quality assurance processes.	✓	
Energy, imagination and personal commitment	✓	
Excellent punctuality and attendance	✓	
Ability to work under pressure and to deadlines	✓	
Display an awareness, understanding and commitment to the protection and safeguarding of children and young people.	✓	
Involvement in networking and sharing of best practice.	✓	
Interpersonal skills which demonstrate an ability to motivate staff and students and to convey enthusiasm for teaching & learning	✓	
Experience		
School development planning & evaluation	✓	
Raising standards	✓	
Data analysis and target setting	✓	
Experience of working in a an inner city school		✓
Capability, discipline & sickness monitoring procedures		✓
Experience in leadership and management of curricular teams	✓	
Proven experience of innovation and major involvement in whole school developments that has had a measurable impact	✓	
Successfully managed students, parents/carers and the wider community including external agencies	✓	
Professional Development		
Evidence of substantial recent professional development, including curriculum developments and pedagogy	✓	
Experience of working with other schools / organisations / agencies	✓	
Experience of leading INSET		✓
Mentoring & Coaching Staff		✓
Involved in the performance management of others	✓	

Knowledge Skills & Aptitude		
A sound understanding of the Ofsted framework	✓	
Competent ICT skills	✓	
Able to use data to drive improvement	✓	
Excellent line management skills	✓	
Ability to plan strategically, monitor effectively and evaluate analytically	✓	
Experience of using pupil voice to impact on teaching & learning		✓
Knowledge of current educational issues especially related to the curriculum at KS3, KS4 and KS5	✓	
Effective strategies for leading and managing school / department improvement	✓	
Ability to employ a range of resources and teaching & learning strategies encouraging differentiated learning	✓	
Consistent delivery of lessons where teaching is impactful on student outcomes	✓	
Ability to contribute to procedures to monitor, review and evaluate at discrete and cross curricular levels	✓	
Able to engage parents in order to encourage their close involvement in the education of their children	✓	
Capable of initiating and maintaining innovative curriculum design and delivery	✓	
Proven record of raising standards at all ability levels	✓	
Proven ability to transfer enthusiasm and understanding to students and departmental staff	✓	
Ability to use coaching and mentoring styles		✓