



JOB DESCRIPTION

Deputy Head of Academy (Curriculum)

Responsible to: Head of Academy

Core Purpose

- Provide professional leadership and management in order to raise standards and achievement in all areas of the academy's work, particularly in a core or EBAC subject area.
- Developing a rich, broad curriculum to encourage all learners to reach their full potential in multiple intelligences including physical, artistic, linguistic, numerical, scientific, technological and humanities.
- Managing the process of curriculum change to meet statutory requirements (horizon scanning)
- Build partnerships with a range of Businesses, Community Groups, external providers, universities to raise aspirations and provide opportunities for learning and a range of experiences especially with STEM and engineering partners.
- Ensure curriculum provision meets statutory requirements, provides high quality educational experiences, is continuously timetabled effectively and provides value for money.

As a senior member of the Leadership Team, to play a major role, under the overall direction of the Head of Academy in:

- Formulating the aims and objectives of the Academy.
- Establishing the policies and corporate plans through which they shall be achieved
- Managing and deploying staff and resources efficiently to ensure the aims and objectives are met.
- Monitoring progress towards the achievement of the aims and objectives and taking prompt action to rectify anticipated deficiencies.
- Playing a lead role promoting the ethos of the Academy , creating and maintaining an environment which promotes and secures good teaching and effective learning, ensuring that all relevant standards of conduct are met be students and staff.

- Contributing to the monitoring and evaluation of the quality of education and standards of students' achievements using all available local and national data and internal assessments.
- Critically reviewing all aspects of the Academy's operation and contributing ideas to the development of improvement strategies.
- Maintaining a highly visible and authoritative presence around the Academy which secures the co-operation and respect of students and staff alike.
- Leading the organisation of events or of specific day-to-day Academy management activities, or the implementation of specific improvement initiatives, as directed by the Head of Academy.
- Providing support and coaching to staff to all levels in the Academy, encouraging and supporting their professional development and enabling them to function effectively and with confidence.
- Understanding and representing the views of staff to the Leadership Team and to represent the Leadership Team to staff seeking, through influence and persuasion, to ensure that the Academy functions as an effective and cohesive team in pursuit of the Academy's aims and objectives.
- Representing the Academy to parents, members of the local community and all other external contacts, inspiring confidence and promoting the national and local profile and good reputation of the Academy.

Context of the Post

The team will comprise of the Head of Academy, 2 Deputy Heads of Academy (DHAs) and 4 Assistant Heads of Academy (AHAs). The key to this arrangement is that the members of SLT will work as a strong, cohesive team each contributing specific skills to enable the group to function as a single entity with a strong emphasis on team work and sharing expertise. The expectation is that each member will acquire the necessary skills to be able to take a lead on every aspect of Leadership and Management as it pertains to their areas of responsibility.

To act as the link between the Leadership Team and at least one specified academic department, meeting regularly and providing support, leadership and guidance to the relevant Head(s) of Department on all curriculum, student and staffing matters, taking action to resolve issues of concern and reporting back to the Leadership Team on issues of relevance.

All staff working in the Academy have as duty to safeguard and promote the health, safety and welfare and all children and young people for whom they are responsible or with whom they come into contact with in the course of their duties.

Responsibilities as a member of Senior Leadership Team - Academy Ethos

- Ensure that the vision for the academy is clearly articulated, shared, understood and acted upon effectively.
- Demonstrate the vision and values in everyday work and practice.
- Translate the vision into plans which promote and sustain academy improvement.
- Motivate and work with others to create a shared culture and positive climate.
- Focus on students' achievements and high expectations.
- Acknowledge and celebrate the success and achievements of others.
- Help build a culture which values the richness and diversity within the academy.

- Treat people fairly, equitably and with dignity and respect.
- Work with others to improve the quality of teaching and learning.
- Encourage a professional learning culture which enables staff to achieve high standards.
- Seek ways of improving organizational structures based on rigorous self-evaluation.
- Promote collective responsibility in the academy.
- Work in partnership with parents, Governors and the wider community to support and improve students' achievements and personal development.
- Review own practice, set personal targets and take responsibility for own personal development.
- Think strategically.
- Act positively.

Responsibilities as a member of Senior Leadership Team – Generic Tasks

- Participate in departmental and whole academy self evaluation.
- Carry out performance management in line with academy policy.
- Monitor and evaluate the quality and effectiveness of teaching.
- Ensure rigorous monitoring of student progress, standards and achievements. Use, understand and analyse assessment information including data.
- Ensure the maintenance of good order and discipline at all times during the academy day and when students are engaged in academy activities.
- Challenge under-performance by staff.
- Participate in arrangements for recruitment of staff.
- Devise and deliver staff training and development.
- Devise and deliver assemblies.
- Line-manage staff.
- Attend Governors meetings as appropriate.
- Manage finances and resources as appropriate.
- Promote effective relationships with bodies outside the academy.
- Fulfill the professional duties of teachers other than head teachers.
- Any other duties as required by the Head of Academy.

**OBSERVANCE OF THE ACADEMY'S
EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED**

Signed: _____ (Head of Academy)

Signed: _____ (Post-holder)

Date: _____