**The Halifax Academy – Job Description**

**Post:** Assistant Director

**Responsible to:** Director of Faculty

**Responsible for:** Faculty/Achievement in Years 9 & 10

**Core Purpose:**

Provide strategic leadership in delegated areas to secure improvements which raise levels of student achievement and attainment.

**Key Accountabilities – Assistant Director**

* Provide strategic input to the Senior Leadership Team on curriculum development and delivery.
* Work with the Director to put strategies in place to ensure a co-ordinated approach to raising standards for individuals and target groups.
* Accountable for ensuring that curricula taught in the faculty is within the context of national and Academy policy and that impact is measured and monitored.
* Accountable for ensuring that students taught in the faculty maximise their progress and attainment across all levels and abilities.
* Support the Director on the recruitment and performance management of staff in the faculty, to ensure the highest standards are maintained by ensuring policies/procedures are in place to support and guide staff.
* Ensure staff resources are deployed effectively, on a daily basis, across the faculty.
* Make decisions on student groupings within the context of Academy policy.

**Achievement and Quality Assurance:**

* Lead on the delegated elements of the Academy Improvement Plan/Faculty Improvement plan using accurate self-evaluation to devise and implement the faculty improvement plan.
* Assess the impact of actions in the improvement plan; modify and develop actions to maintain continuous improvement.
* Develop quality assurance strategies which drive up standards of learning and teaching across the team, in line with the Academy’s drive towards outstanding, whilst ensuring effective implementation of Academy policies.
* Ensure student data is accurate and up to date and used proactively to develop individual targets which enable students to monitor their own progress.
* Use data analysis to inform planning and intervention, set high expectations and targets for students and staff to drive up achievement.
* Lead the development of outstanding curriculum provision including appropriate syllabuses and schemes of work which promote high achievement, outstanding student leadership and independence and spiritual, moral, social, and cultural development.
* Maximise opportunities for students to develop skills in reading, writing and communication across the curriculum within the faculty.

**The Halifax Academy Leadership and Communication Framework Accountabilities:**

There is a shared commitment to leadership accountabilities in The Halifax Academy. This commitment is aligned to The Halifax Academy Leadership and Communication Framework which means:

**Leadership:**

* Supporting the Headteacher in the developing and embedding of the Academy’s ethos and policies, taking responsibility for the creation, implementation and impact evaluation of specifically delegated aspects of the Academy’s strategic plan as identified in the key accountabilities of the post.
* Being accountable for the strategic direction and delivery of the aims and objectives identified in the key accountabilities of the post and promoting high levels of achievement.
* Acting as a positive behaviour role model as per The Halifax Academy Leadership and Communication Framework.
* Being accountable for managing the Academy’s financial and human resource to achieve the Academy’s educational goals and priorities.
* Accepting and acknowledging accountability to the Governing Body. Creating effective communication and strong working relationships to enable the Governing Body to discharge its duties to preserve the distinctive character of the Academy.
* Being proactive in forging links with parents, community figures and external organisations to ensure the diversity of the outside world is reflected in the student’s experience of Academy.
* Promoting a shared commitment to the safeguarding of children at all times.
* Ensure all staff fulfil their responsibilities under professional standards as laid down in the staff code of conduct and ensure that staff wellbeing is regularly monitored, conflict managed and issues raised responded to positively.

**Leading and Developing:**

* Set clear direction for individuals and the team to ensure the key accountabilities are achieved. Challenge under performance at all levels and implement effective corrective action and follow up.
* Recognise team and individual contribution to motivate and encourage staff to continuously improve performance.
* Take ownership for and reflect on own practice CPD/performance management and coaching discussions ensuring that agreed actions are implemented.
* Ensure equal opportunity for training and development is given to all staff to reach their full potential by holding regular CPD discussions/coaching sessions and ensuring actions identified are followed up.
* Implement effective communication channels for the team and others directly impacted by the key accountabilities.
* Communicate the bigger picture to the team and set organisational change in context.

**Communication**

The Halifax Academy also requires a commitment to the continuous improvement of communication internally and externally which translates into the following accountabilities:

* Liaise with the members of the leadership team to ensure the delivery of an appropriate, comprehensive, high quality and cost effective curriculum programme which complements the Academy Improvement and Development Plan/Academy Evaluation
* Develop effective working relationships with Academy’s, partners, and other agencies and liaise with other educational establishments in order to promote continuity of learning, progression and curriculum developments.
* Ensure that the wider Academy population is consulted and kept informed on updates/changes in a timely fashion through effective liaison with the Assistant Head for Communication.

**Key Accountabilities – Teaching Post – (refer to national teaching standards)**

* Demonstrate good or outstanding subject and curriculum knowledge.
* Plan and teach well-structured lessons adhering to the Academy’s teaching and learning policy.
* Set High expectations which inspire, motivate and challenge students.
* Be accountable for students’ attainment, progress and outcomes.
* Be responsible for creating, resourcing and sharing schemes of work and lesson plans.
* Promote high standards of literacy, numeracy and communication skills across the curriculum.
* Guide students to reflect on their progress and emerging needs – adhering to the Academy’s marking policy.
* Adapt teaching to respond to the strengths and needs of all pupils – using appropriate differentiation and individual targets.
* Make accurate and productive use of assessment – pupil progress, setting targets, lesson planning and student feedback.
* Ensure that the programme of learning for tutor time is effectively delivered.
* Be accountable for implementing the Academy’s Behaviour for Learning policy and play an active role in the day to day management of student behaviour through duty rotas as and when required.
* Work collaboratively with teaching assistants ensuring they are fully briefed on lesson plans and expectations to enable them to fully contribute to improving student outcomes.
* Make a positive contribution to the wider life and ethos of the Academy, including extra-curricular activities where appropriate.
* Give a positive impression of the Academy at all times to external visitors and during education visits.

The Academy reserves the right to amend this document as necessary, after consultation with the individual concerned, in order to reflect changes in organisational requirements and ensure that the future goals of The Halifax Academy are successfully achieved.