

Job Description - Director of KS3

Northampton Academy is committed to equal opportunities and to the protection and safety of all students and adults. We expect all staff and volunteers to share these commitments.

Reporting to:	Member of the Extended Senior Leadership Team
Responsible for:	Academic outcomes at KS3 Pastoral needs and requirements at KS3
Line Management of:	Deputy Director of KS3 Y7 – 9 Learning managers Y7 – 9 Tutor teams

Purpose

To be accountable for and provide professional and strategic leadership and day to day management of core responsibilities, under the direction of the relevant member of the Senior Leadership Team. These include:

- To contribute to the strategic leadership of the Academy, developing, implementing and evaluating systems, policies and procedures
- Be responsible for standards of achievement Years 7 - 9
- To liaise with APs who line manage subject areas to ensure strategies for intervention are put in place to support accelerated progress at KS3 and record these
- Identification of underachievement within KS3 and implementation of action to address barriers to learning
- Liaise with AP Learning Teaching on the Assessment Calendar
- Drive the KPI assessment system throughout all curriculum areas
- Be responsible for the safety and wellbeing of all students in Years 7 - 9
- To assist in identified projects as required
- To take a lead role in the creation of a transformational community within the Academy by developing and leading an exciting curriculum which enables the highest level of pupil progress and attainment

Safeguarding

- To uphold the Academy's policies in respect of Safeguarding and Child Protection and ensure the safety and well-being of all learners

Line Management

- Line manage and review programme leaders in an agreed area of responsibility
- Supervise the line management and review of staff, identified by the Principal, including all those for whom the post-holder is the key link

Key Responsibilities

This list is not meant to provide a narrow definition of specific responsibilities but to serve as guidance and should be seen as enabling rather than restrictive

- Be responsible for improving standards in attendance, behaviour and punctuality in KS3



- Liaise with the inclusion team to ensure students undertaking alternative/off site provision have the opportunity to achieve their maximum potential grade
- To lead on strategies/interventions to reduce students under-performance
- Liaise with relevant APs and Directors to ensure smooth pupil academic transition between Year 6 and 7
- Monitor the use of data for student tracking and intervention processes
- To be accountable for student progress and attainment levels in Years 7 – 9
- To uphold immaculate uniform in KS3
- To help support with the KS3 curriculum and assessment 'KPI' system throughout the Academy
- To monitor achievement standards in all year groups 7 - 9 and develop and implement intervention strategies where appropriate alongside RSL – KS3
- To regularly use assessment data to identify and challenge underachievement
- To challenge underperformance in any cohort
- To attend weekly Inclusion and Intervention meetings and ensure all I&I paperwork is up to date by learning managers.
- Liaise with parents and outside agencies when required to do so
- To liaise with AP Pastoral in monitoring KS3 students attending alternative provision
- Attend KS3 parents evenings, rewards evenings and other designated evenings as required
- Monitor tutor time and ensure all tutors are delivering a high quality tutor time curriculum
- To ensure students in Years 7-9 have their voices heard through the student council and other means
- Liaise with the rewards team to ensure the rewards strategy/policy is common place in KS3
- Liaise with the enrichment team to ensure a high participation rate in enrichment activities around the Academy
- Lead on KS3 assemblies
- Attend CLT and SLT meetings when required
- To maintain a presence around the Academy to ensure that the highest standards of behaviour are upheld
- To make a positive contribution to Academy Leadership Team meetings when required
- To communicate and liaise with staff, students, parents, governors and members of the local community as appropriate
- To be active in issues of staff and student welfare and support
- To maintain a teaching timetable, modelling outstanding practice in terms of classroom teaching, preparation, marking and assessment
- Adhere to Academy policies, procedures and core values as set out in the documentation available to all staff

Strategic Leadership and Management

- In consultation with staff and governors maintain the ethos, vision and aims of the Academy including the drafting of relevant policies
- Securing the achievement of Key Performance Targets identified in the Academy Strategic Plan
- Planning and delivering Academy policy in key areas
- To produce an annual Development Plan and monitor and evaluate its delivery and impact
- To plan the deployment and development of staff expertise to achieve subject Development Plan objectives

Curriculum and Assessment



- To oversee and evaluate the use of regular, relevant and diagnostic assessments for students ensuring that they are carried out consistently by all subject staff and standardised /moderated thoroughly
- To ensure that all student data is understood, interpreted and utilised by all staff to modify planning and personalise support
- To ensure that statutory requirements are met
- To ensure that all staff are marking, assessing and providing feedback in line with best practice and Academy policy at all times

Monitoring and Evaluation

- To monitor the effectiveness of assessment and use of data within the subject area, through regular lesson observations, learning walks, work scrutinies and other methods
- To regularly and forensically review the attainment and progress of all students, groups and subgroups and plan, implement and oversee support and interventions
- To produce reports as required on student attainment and progress
- To liaise with all appropriate personnel regarding support for student progress, including AP Inclusion and parents/carers
- To ensure that all Academy policies are implemented consistently by subject staff

Staff Development

- To lead on the support, development and training of staff regarding area of responsibility
- To be responsible for the deployment of staff and the day to day management of area of responsibility, acting as a positive role model
- To support and challenge team members, including in circumstances when they are underperforming
- To organise effective team meetings centred on raising achievement
- Adhere to Academy policies, procedures and core values as set out in the documentation available to all staff

Resources

- To effectively manage and deploy teaching and operational staff in areas of responsibility
- To effectively manage budgets in order to progress agreed team and Academy priorities, maximize attainment and ensure value for money
- To effectively manage physical resources
- To ensure that risk assessments and health and safety checks are carried out in line with Academy policy

General

All Academy staff are expected to:

- Work towards and support the Academy's vision and the objectives
- Fully subscribe to the Academy Values of Respect, Determination, Ambition, Tolerance and Integrity in regard to themselves, the Academy and our young people
- Communicate effectively to all members of the team
- Support and contribute to the Academy's responsibility for safeguarding students
- Work within the Academy's Health and Safety policy to ensure a safe working environment for staff, students and visitors



- Work within the Academy's Community Cohesion and Equal Opportunities policies to promote equality of opportunity for all students and staff, both current and prospective
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues
- Keep up to date with developments relating to the ECM agenda
- Adhere to Academy policies, procedures and core values as set out in the documentation available to all staff
- Ensure that the confidentiality of sensitive information and data is not compromised
- Other responsibilities as reasonably requested and commensurate with the grading of the post
- Any such duties that may from time to time be reasonably assigned by the Principal.

This job description will be reviewed annually as part of the Performance Management process and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities and duties, including the provision of high quality teaching and learning across the Academy and the pastoral care of the pupils in their charge.

Elements of this job description and changes to it may be negotiated at the request of either the Principal or the incumbent of the post.

Signed: _____

Job Holder

Date