Job Description

Job Title: Assistant Raising Standards Leader

Line Managed by: Raising Standards Leader

Line Manager for: teaching staff and other relevant personnel within the curriculum area.

Purpose:

• To collaborate as a member of the relevant curriculum area in order to build a shared vision of excellence and high standards for all learners.

• To raise standards of learner attainment and to monitor the effectiveness of teaching and learning within the curriculum area.

• To strengthen the Academy’s organisational capacity by contributing to its effective day-to- day management.

• To develop a safe, secure and healthy

environment within the curriculum area.

• To participate in regular school self-review and to strive for continuous improvement in all aspects of the curriculum area’s work.

• To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for learners and to support a designated

curriculum area as appropriate.

• To monitor and support the overall progress and

development of learners as a teacher.

• To facilitate and encourage a learning experience which provides learners with the opportunity to achieve their individual potential.

• To contribute to raising standards of learner

attainment.

• To share and support the Academy’s responsibility to provide and monitor opportunities for personal and academic growth.

Main / Core Duties

Operational / Strategic Planning:

• To supervise and lead staff in the curriculum area

to ensure its effective operation.

• To line manage teachers.

• To oversee and guide the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the faculty.

• To work with Teachers to ensure the effective

deployment of staff and physical resources.

• To oversee the implementation of Academy policies and procedures e.g. Equal Opportunities, Health and Safety, COSHH, etc

• To work with Teachers to monitor the overall coherence and relevance of the faculty’s contribution to the needs of learners and to the aims, objectives and strategic plans of the Academy.

• To support the business planning function of the faculty, and to ensure that the planning activities of the faculty reflect the needs of learners within the faculty, the Academy Improvement Plan and the aims of the

Academy.

• To ensure that the work done in the faculty fully reflects the Academy’s distinctive ethos and mission.

• To oversee the application of ICT in the faculty.

• To ensure that Health and Safety policies and practices, including risk assessments, are in-line with national requirements and are updated where necessary, therefore liaising with the Academy’s Health and Safety Manager and Teachers as appropriate.

Curriculum Provision:

• To ensure the provision of a broad and balanced curriculum for all learners in the relevant curriculum area.

• To lead and manage the work of Teachers within the curriculum area to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the Academy Improvement Plan.

• To lead and encourage innovation in curriculum development by all teaching staff in the relevant curriculum area

Curriculum Development:

• To be aware of wider curriculum developments across all Key Stages and to be proactive in raising these.

• To work with Teachers to maintain accreditation with the relevant examination and validating bodies.

Staff Development: Recruitment / Deployment of Staff

• To work with Teachers to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.

• To monitor the efficient and effective deployment

of technicians/support staff (where appropriate).

• To undertake Performance Management Review(s) and to act as reviewer for a group of staff within the curriculum area.

• To participate in the interview process for teaching posts when required and to work with Teachers in Charge of Subject to ensure effective induction of new staff in line with Academy procedures.

• To promote teamwork and to motivate staff to

ensure effective working relationships.

Quality Assurance:

• To ensure the effective operation of quality control

systems.

• To establish the process of target setting within the curriculum area and to work towards their achievement.

• To contribute to the Academy’s procedures for

lesson observation.

• To implement Academy quality assurance

procedures.

• To work with Teachers to monitor and evaluate the work of the curriculum area, in line with agreed Academy procedures including evaluation

against quality standards and performance criteria.

• To lead and monitor modification and

improvement where required.

• To ensure that the curriculum area’s quality procedures meet the requirements of the Strategic Plan.

Management Information:

• To analyse and evaluate performance data

provided.

• To identify and take appropriate action on issues arising from data, systems and reports, setting deadlines where necessary and reviewing

progress on the action taken.

• To produce reports within the quality assurance

cycle for the curriculum area.

Communications:

• To ensure that all members of the curriculum area are familiar with the Academy’s aims and objectives.

• To ensure effective communication/consultation

as appropriate with the parents of learners.

• To liaise with partner schools, higher education,

industry and other relevant external bodies.

• To organise regular subject area management

meetings.

Marketing and Liaison:

• To contribute to the Academy liaison and

marketing activities.

• To lead development of effective subject links with partner schools and the community, attending, where necessary, liaison events in partner schools and the effective promotion of subjects within the faculty at Open Days/Evenings and other events.

Management of Resources:

• To work with Teachers to manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down, including deploying the curriculum area budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.

Pastoral System:

• To contribute to and implement the Academy

policy on rewards and support.

• To ensure the Behaviour Management system is implemented in the curriculum area so that effective learning can take place.

• To monitor learner behaviour at all times throughout the curriculum area and to work with duty staff to intervene as necessary

• To act as On-Call person in assigned periods

Teaching:

• To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

• To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the curriculum area and subject area.

• To contribute to the curriculum area and subject area’s Improvement Plan and its implementation.

• To attend all appropriate meetings.

• To plan and prepare courses and lessons.

• To contribute to the whole Academy’s planning

activities.

• To teach learners according to their educational needs, including the setting and marking of work to be carried out by the learner in Academy and elsewhere.

• To assess, record and report on the attendance, progress, development and attainment of learners and to keep such records as are required.

• To provide, or contribute to, oral and written assessments, reports and references relating to individual learners and groups of learners.

• To ensure that ICT, Literacy, Numeracy and

Academy subject specialism(s) are reflected in

the teaching/learning experience of learners.

• To undertake a designated programme of

teaching.

• To ensure a high quality learning experience for learners which meets internal and external quality standards.

• To prepare and update subject materials.

• To use a variety of delivery methods which will stimulate learning appropriate to learner needs and demands of the syllabus.

• To maintain discipline in accordance with the Academy’s procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.

• To undertake assessment of learners as requested by external examination bodies, subject area and Academy procedures.

• To mark, grade and give written/verbal and

diagnostic feedback as required.

Other Specific Duties:

• To continue personal development as agreed at

appraisal.

• To engage actively in the performance review

process.

• To address the appraisal targets set by the line

manager each Autumn Term.

• To undertake any other duty as specified by School Teachers’ Pay and Conditions Body (STPCB) not mentioned in the above.

• To be familiar with Safeguarding requirements

as outlined in the document Guidance for safer

working practice for adults who work with children

and young people in educational settings and

comply with its requirements to safeguard and

protect the welfare of children, young people and

vulnerable adults

• To play a full part in the life of the Academy community, to support its distinctive aim and ethos and to encourage staff and learners to follow this example.

• To support the Academy in meeting its legal

requirements for worship.

• To promote actively the Academy’s corporate

policies.

• To comply with the Academy’s Health and Safety policy and undertake risk assessments as appropriate.

• To show a record of excellent attendance and

punctuality.

• To adhere to the Academy’s Dress Code.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

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