Deputy Academic Job Description

**Running the International Curriccula**

POMIS is affiliated with Cambridge International Assessment & Exams and uses its syllabuses from grade 7 -10. In Grades 11 & 12 we offer the Australian Capital Territory programme and the IB Diploma. The Deputy Academic is in overall charge of administering these and ensuring that all requirements are met. There may be an IB Co-ordinator (if there is a suitable qualified candidate) and there will be an IGCSE Assistant to help in these areas. He/she functions as the exams officer.

**Timetable & Reliefs**

The Deputy Academic will be heavily involved in the timetabling process. The school uses the MAZE school administration system. He/She will do the staff reliefs. There are no supply teachers in POM and so reliefs are handled in school. The DA also does the examination timetables for trial and final exams.

**Line Manager HODS**

There are 6 Heads of Departments and the Deputy Academic is in charge of ensuring that they are running their departments well. This means that the DA is in overall charge of ensuring that academic administration is kept up with i.e. planning and monitoring of curriculum implementation, assessment, reporting and staff performance management.

**Assessment**

The DA is responsible to ensure that the requirements of external assessment authorities are met and that the school’s assessment policy is being implemented within Departments. He she will also internal moderation procedures occur at all year levels and that external moderation procedures are met. The DA will coordinate exam requirements and the school reporting schedule as well as monitor the quality of the reports.

**Teaching & Learning Leader**

The Deputy Academic will play a leading role in the improvement of teaching and learning throughout the school. Partly by monitoring the work of the HODs in this area but also by providing input to the whole school PD programme and monitoring the standards of T&L throughout the school.

**Supporting Student Welfare & Discipline**

There is another Deputy for Students who is a PNG national. The DA will support this person and assist in developing strong processes for the promotion of student welfare and strong student discipline.

The role of Deputy Academic is a key role at POMIS and the successful applicant will be a hard-working, flexible, well organised person. Depending upon what they bring to the job and their interests there are many aspects of the school that they might find themselves getting involved in.