



Laxton Junior School

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Assistant Head Academic **Job Description**

The Role of the Assistant Head Academic

The Assistant Head Academic is a member of the Senior Leadership Team and reports to the Head of LJS; the role is responsible for the work of all Subject Leaders and the Learning Support Department.

The purpose of the role is to set the strategic academic direction for the School, in conjunction with the Head, and to ensure excellent, innovative standards of teaching and learning are achieved across the School resulting in outstanding progress being made by all children.

Create Strategic Direction and Contribute to School Improvement

- Ensure the School vision is clearly articulated, shared, understood and acted upon
- Contribute to, implement and evaluate the academic aspects of the School Development Plan
- Translate the School vision into strategic action plans that lead to academic improvement
- Implement whole school initiatives that contribute to academic improvement
- Embody the values, vision and mission of the School
- Exercise strategic financial planning to ensure the continued academic development of the School
- Sustain wide, current knowledge of education through constant reading and professional development

Lead Teaching and Learning

- Place learning and pupil progress at the centre of strategic planning and resource management
- Create a learning culture which takes account of the School's richness and diversity
- Lead by example through excellent planning, teaching and assessment
- Contribute to the Accessibility Plan and ensure all children are able to access all aspects of the curriculum
- In conjunction with Subject Leaders, design, develop and deliver an engaging and excellent curriculum
- Lead, devise and implement the whole school approach to assessment
- Monitor and evaluate the curriculum and its assessment, and identify and act on areas for improvement
- Collect and analyse assessment data and use this to improve progress and inform areas for development
- Support the Head in reporting the School's academic performance to the Governing Body

Develop, Support and Work with the Community

- Build positive relationships with all members of the community
- Inspire, challenge, motivate and empower teaching staff to deliver excellent teaching and learning
- Establish a supportive culture of 'open classrooms' where best practice can be shared and celebrated
- Lead Subject Leaders and Learning Support staff through the annual appraisal and CPD process
- Identify school-wide academic CPD needs and build these, strategically, into the School INSET programme
- Lead staff meetings and INSET sessions on all aspects of academic provision
- Participate in the selection and appointment of teaching staff
- Work with the Deputy Head Academic at Oundle School to ensure academic continuity and consistency
- Work with Oundle School academic staff to ensure a smooth transition from Year 6 to Form 1
- Create an outward facing School that interacts productively with other schools and organisations
- Have a healthy work-life balance and provide support for community wellbeing

Manage the Academic Aspects of the School

- Produce the annual academic timetable
- Prepare the annual monitoring, assessment and reporting timetables
- Monitor, evaluate and review academic systems and processes to ensure they are fit for purpose
- Develop, review and update policies and procedures to ensure they reflect best and current practice
- Ensure the School's academic policies and procedures are compliant and that the School is inspection-ready
- Monitor, evaluate and review the use of academic resources
- In conjunction with Subject Leaders, prepare the annual budget for teaching and learning
- Ensure that children are well-prepared for any senior school entrance exams they may be sitting

Secure Accountability

- Have overall responsibility and accountability for all aspects of academic provision
- Hold all staff accountable for their professional conduct and performance

Other Responsibilities

- Perform the roles and responsibilities set out in the Class Teachers' Job Description
- Perform any reasonable duties as requested by the Head

Allowance

This role has an allowance awarded to it based on the Laxton Junior School responsibility allowance scale, and the post holder is expected to teach, approximately, a 50% timetable.

Review

Every job description in the organisation will be subject to a review either:

- on an annual basis at the time of the annual appraisal meeting, or
- as a result of a change in statutory regulations and or statutory guidance, or
- as a result of a change in strategic direction, or
- as a result of a team/operational requirements, or
- as a result of agreed performance appraisal needs and objectives, or
- within six months of appointment

It is the shared responsibility of the job-holder and their manager to ensure that job descriptions are kept up to date.

Employment Information

The School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment. All staff appointed to the School are required to be checked through the Criminal Records Bureau, and to provide evidence of identity, evidence of their entitlement to work in the United Kingdom, and evidence of qualifications declared on their application form.

This post is subject to a ten-month probationary period. On completion, you will be expected to participate in the School's appraisal system.