



Senior Management Team

Job description

The following generic responsibilities are consistent for all Deputy Heads and Senior Leaders:

Accountability

You are accountable to the Headteacher for all work undertaken.

Management Responsibilities

To be a member of the senior management team contributing positively towards developing the Academy's philosophy and ideology.

Curriculum Responsibilities

To ensure that in the area of learning for which you have responsibility, provision is made for all students to satisfy the requirements of the National Curriculum.

To reflect the principles underlying the Academy's curriculum framework in preparing, teaching and developing with others, staff members and partners from industry and commerce, aspects of the curriculum.

To ensure that appropriate assessment strategies are implemented and fully understood by parents, students, teachers and external partners. To act as a team leader in preparing modules for the curriculum.

Online Curriculum Responsibilities

To be responsible for oversight and management of all aspects of the Online Curriculum in the relevant area of learning.

To carry out intermittent quality assurance checks of the relevant Online Curriculum.

To update the Online Curriculum ensuring that, prior to each Module, all support materials contained within the Module are available and functioning effectively in the relevant area.

To ensure that before the end of each Summer Term, the entire Online Curriculum for the following year has been updated and upgraded in the relevant area of learning.

Appointments Responsibilities

To advise and assist the Head and Governors on appointments to the Academy.

Training Responsibilities

To ensure that all staff engaged in teaching aspects of the curriculum for which you have responsibility, are fully trained and equipped for the purpose.

In relation to the above, to devise and where necessary lead staff training.

Pastoral Responsibilities

To support the staff in fully implementing the Academy's pastoral philosophy.

Fabric Responsibilities

To ensure that the spaces for learning given into your care are attractive and well kept.

To devise strategies to ensure that the students' work is well displayed and that the area is free from litter and graffiti and conducive to creating safe and stimulating working environment.

Health and Safety Responsibilities

To ensure measures are taken to minimise risk of injury throughout the department. To include a working knowledge of the Academy Safety Policy and responsibility for safety regulations at department level included in local management arrangements or departmental policies.

Community Responsibilities

To involve industry, parents and educationalists as fully as possible in the life and development of the Academy

Industry & Commerce Responsibilities

To ensure that contributions to curriculum design and delivery by industrial and commercial partners assigned to you are made within a spirit of full collaboration.

Appraisal Responsibilities

To be an active participant in, and recipient of the Academy's appraisal system and career review, and, where necessary, assist re-designation of responsibilities in the interests of the student and staff needs.

Teaching Responsibilities

To prepare, plan and teach the agreed curriculum utilising as fully as possible the Information Technology System available in the Academy.