

# ROYAL ALEXANDRA AND ALBERT SCHOOL



## JOB DESCRIPTION

**Post Title:** Deputy Head (Academic)

**Start date:** September 2018

### The Role

The post-holder is a key member of the Senior Leadership Team and as such will contribute to the strategic leadership and management of the whole school. You will have particular responsibility for leading the academic life of the school to ensure that all pupils are both challenged and supported academically. You will work as a team with the Director of Teaching & Learning, who you line manage, to ensure that teaching and learning is of the highest quality throughout the school to facilitate excellent progress.

The post-holder will be expected to teach across the age-range in the senior section of the school (11-18), albeit on a much reduced timetable. A commitment to teaching at a first-rate level and to lead by example, sharing excellent practice, is an expectation and a requirement of the role.

### Key Responsibilities

#### Senior Leadership Team:

- Be a member of the Senior Leadership Team (SLT), contributing to the development of the school strategy, with specific responsibility for the academic life of the school
- Develop, implement and support school policies and procedures relating to the academic life of the school
- Liaise with the Head of the Junior Department (KS2), supporting them to lead the academic life of the junior department
- Support the wider life of the school and its aims as a member of the SLT
- Undertake the professional duties of the Head in their absence, along with the other members of the SLT
- Have oversight of the Performance Management for Teaching Staff
- Responsible for the School Self Evaluation Form, liaising with the Head, and for the School Development Plan
- Representing the School on behalf of the Head in preparing for and contributing to the Governors' educational committee: Pupil Matters Academic, and attending other governor committees as required
- Review, amend and create whole school policies as relevant to the academic life of the school

- Report to the Head on a regular basis, particularly on academic issues in the school

### **Curriculum:**

- Keep abreast of educational changes and developments
- Working with the Data and Exams Manager to take oversight of the school's data returns for DfE, data-tracking, etc.
- Take overall responsibility for planning of staffing and timetable construction, line managing the timetabler, and advising the Head on recruitment needs
- Leadership and management of the Year 9 options process, including information, advice and guidance to pupils and parents
- Chair the Head of Department Curriculum Meetings, ensuring sharing of good practice, discussion and dissemination of ideas and inclusive development of the academic side of the school
- Arranging working groups of staff, as needed, to discuss and manage change, working inclusively with teaching staff
- Provision of all statutory curriculum documents required for the website.

### **Teaching & Learning:**

- Keep abreast of research and development in teaching and learning and the sharing of good practice
- Work with the Director of Teaching & Learning to develop a culture where intellectual curiosity, initiative, and a good work ethic are fostered and that pupils take pride and leadership in their learning
- Leadership of whole school assessment and predictive data, including ongoing tracking for all pupils and sub groups
- Work with relevant academic and pastoral staff to ensure that school data is used effectively to improve pupils learning and facilitate intervention where necessary, working closely with the Director of Inclusion on such
- Oversee the implementation of the schools assessment and reporting processes, including parent consultation meetings, to ensure that reporting from the school to parents is fit for purpose and an effective use of staff time and effort
- Lead Heads of Department to analyse examination results and to strategically plan for the next year
- Support the Head with the recruitment process when appointing new teaching staff, including in the creation of job descriptions and adverts, and the selection processes.
- Overseeing the effective running of all school examinations, including external, mocks and internal assessment weeks

### **Leading & Management:**

- Budget management and oversight for all school curriculum money, leading budget bidding for all school budget holders and, in liaison with the Head, the allocation process
- Organise line management responsibility for Heads of Department: some managed directly by the Deputy Head (Academic) and some by other members of the SLT

- Line management of the Director of Teaching & Learning
- Line management of the Director of Inclusion
- Line manage the Head of Sixth Form
- Responsibility for CPD in school, including the use of twilight CPD and working with the Senior Assistant Head (Operations) to support the planning of the school's INSET days

**Other:**

- To be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person;
- To contribute to the overall ethos and aims of the school

**Person Specification:**

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Good Honours Degree</li> <li>• Recognised Teaching Qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Additional qualifications/training</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience of successfully leading a subject</li> <li>• Experience of managing change in a whole school setting</li> </ul>	
Leadership and management	<ul style="list-style-type: none"> <li>• Commitment to leading the academic life of a school</li> <li>• Effective team worker and leader</li> <li>• High expectations for accountability and consistency</li> <li>• Ability to create and lead departmental development</li> <li>• Ability to manage change successfully</li> <li>• Ability to enable others to achieve success</li> </ul>	
Teaching and Learning	<ul style="list-style-type: none"> <li>• Excellent classroom practitioner with understanding of high quality teaching and learning</li> <li>• Knowledge and understanding of recent curriculum reforms</li> <li>• Good communication, planning and organisational skills</li> <li>• Commitment to regular and on-going professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of KS2 curriculum and assessment reforms</li> </ul>
Personal	<ul style="list-style-type: none"> <li>• Hardworking and Enthusiastic</li> <li>• Resilient</li> <li>• Ability to inspire and lead others</li> <li>• A strong team player</li> </ul>	

	• Good sense of humour	
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The Royal Alexandra and Albert School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including an Enhanced DBS check.