****

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job Title:** | **Academic Deputy Head**  |
| **Reports to:** | **Headmaster** |
| **Any Direct Reports:** | **Heads of Department**  |
| **Key responsibilities:**To work closely with the Headmaster and wider colleagues to safeguard high quality teaching and learning throughout the school, supporting the Heads of Department to ensure successful delivery of a modern, relevant and engaging curriculum that encourages aspiration, motivates high achievement and adds significant value to students. |
| **Responsibilities:*** Assisting in shaping the Strategic Plans and Development Plans for the academic side of the whole College and overseeing Departmental Handbooks, including SoWs and departmental development plans, to complement whole school direction.
* Review of academic performance against the above on an annual basis ensuring that suitable progress is made and anticipated developments are clearly planned for, communicated and understood.
* Ensuring the whole College, staff and students, understand the vision for the above through careful tactical planning, far-sighted operational management and effective communication.
* Devising and implementing strategies for raising attainment and achieving excellence in the classroom.
* Attending meetings with the Head, SLT and other members of College leadership, as required.
* Line managing and supporting the Heads of Department appropriately according to need and advising on their CPD requirements.
* Working closely with Heads of Department to provide an engaged and proactive lead to ensure that individual teachers and whole departments are developed appropriately through Appraisal (Performance Management) and CPD.
* Assessing academic achievement using an appropriate range of metrics to safeguard effective delivery of the curriculum and positive outcomes for pupils.
* Utilising data regarding results, added value and tracking for the performance management of departments and identification of training needs.
* Providing a strategic lead with respect to CPD.

**Academic leadership and administration*** Advising on and liaising with the SLT in order to formulate and further develop the curriculum, communicating clear guidance and providing option choices, as required.
* Contributing to the development of academic policies and associated guidance.
* Deploying teaching staff efficiently to meet the needs of the curriculum and the business.
* Line managing the Heads of Department ensuring clear and effective academic middle leadership, thus safeguarding delivery of the curriculum to a consistently high standard within and between departments.
* Responding to concerns about the effectiveness of teaching arising from the performance management of departments and working with the Heads of Department to resolve these informally (ideally) and formally.
* Completing DfE and ISI returns.

**Pupil assessment, recording, and reporting*** Analysing public examination results and value added, interpreting the data to influence strategies for improving pupil performance for the future.

**Appraisal (Performance Management)*** Leading appraisal of teaching staff and assuring the quality of the process.
* Working with the HR Manager to maintain accurate appraisal records.
* Collating findings from appraisal to formally identify whole staff, departmental and individual training needs and supporting these.

**CPD*** Jointly leading with the Senior Deputy Head the induction of new teaching staff including NQTs.
* Using findings from appraisal to coordinate CPD according to need.
* Facilitating CPD for departments and individual teachers – bottom up according to need and the professional aspirations of colleagues.
* Establishing a culture of reflective practice and professional learning to build organisational capacity and for continuous improvement of the educational offering.
* Fostering peer learning and collaboration within and between departments, and with colleagues in other educational schools / settings, for the sharing and development of outstanding teaching practice.

**Quality assurance**Working within departments and alongside Faculty Heads and Subject Leaders, instituting where necessary, supporting and assuring the quality of: * department-based work scrutiny.
* observations and assessments of colleagues who require support and / or are going through informal and formal performance management processes, including competency procedures.

Working at the whole College level leading on:* the annual performance management of departments in the autumn including analysis of results against measures of expectation.
* concerns about the effectiveness of teaching arising from the performance management of departments and resolving these.
* formal competency procedures relating to teaching.

**Communication*** Producing summary reports for colleagues to provide a better collective understanding of the College’s strengths and weaknesses.
* Working closely with relevant colleagues to contribute to the appropriate sections of reports to Governors, with particular attention to potential curriculum change, timetabling and the staff deployment model, and also the implications of national education and examination reform, and the presentation of these.
* Keeping all colleagues in the loop via internal communications with respect to the work of the Senior Leadership Team.

**Senior Leadership Team - general*** Supporting activities that represent the College externally to prospective students and parents, in line with its marketing strategy.
* Attending alumni events and supporting the alumni strategy.
* Modelling very high standards of professional conduct and setting an example for colleagues and students alike, to foster a climate of aspiration, optimism and high achievement.
* Attending and playing an active part at Senior Leadership Team meetings.
* Attending and contributing to meetings of the Governing Body as appropriate.
* Chairing meetings, working parties and committees as required.
* Taking assemblies.
* Having oversight of the cover system (led by the Academic Coordinator).
* Playing an active role in the preparation for inspections.
 |

|  |
| --- |
| **Person Specification:*** Experienced, well-qualified teacher with expertise in academic leadership.
* An accomplished leader – respected, authoritative and having a presence.
* Accepting of senior responsibility.
* Strong moral fibre.
* Able to demonstrate initiative and take action.
* Excellent judgement.
* Relationship builder – staff, teaching and operational, pupils and parents etc.
* Empathetic and compassionate.
* A good listener.
* Firm and fair.
* Very high standards of numeracy and literacy.
* Approachable and readily accessible.
* Efficient and highly organised.
* Ability to work under pressure and balance a very high workload.
* A strategic thinker.
* Excellent ICT skills.
* Able to demonstrate initiative.
* A confident public speaker to varied College and external audiences.
* Resilient, thorough approach with a positive ‘can do’ attitude.
 |

**Note:**

1. In common with all staff and pupils, the Academic Deputy Head should be aware of the College’s policies and implement them as appropriate.
2. The post is fixed and the position attracts a salary and timetable remission commensurate with senior leadership responsibility and is drawn from the St Bede’s College leadership pay scale.
3. This Job Description is subject to review and amendment in the light of the needs of the College. Any changes deemed necessary will be discussed and agreement sought prior to implementation.
4. All roles within the College carry the responsibility for safeguarding and promoting the welfare of children.