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| **Job Purpose** | In consultation with the Head of School, lead and manage the development and enhancement of a whole school curriculum that enables all students to enjoy and achieve during their time at Hall Park, and to prepare students for further education, life and work in a fast-changing and challenging world.Work with other members of the senior leadership team to formulate aims, objectives and strategic plans for the school’s continued development and improvement, and take the lead in maintaining and enhancing the values and ethos of Hall Park Academy.Promote the highest standards of student behaviour, attendance and punctuality, conduct and attitudes at all times.As a member of the senior leadership team, act as a role model of professional conduct and presence with colleagues, students, parents and the wider community. |
| **Main Responsibilities** | Deputise for the Head of School in their absence.Strategic leadership and development of a broad and balanced curriculum which meets the needs of all students in the school through:* meeting all statutory requirements
* offering equal opportunities to all students; including those with special and additional needs, and providing stretch and challenge for students of all abilities.
* fostering student enthusiasm for learning and recognising progress and achievement
* encouraging students to continue their learning outside of conventional lesson time; through further independent research /study and high quality extra-curricular activities.

Regularly review the curriculum and respond to recent developments and incorporate best practice.Strategic leadership of whole school timetabling.Strategic leadership of the options process for Year 8 and sixth form.Strategic leadership of whole school target setting, including statutory procedures and targets for individuals and groups of students and staff throughout the school. Overview of external and internal examinations.Overview of teaching staff appraisal.Lead on aspects of the School Improvement Plan as directed and provide evidence of impact.In addition, to undertake whole school responsibility in specific areas as designated by the Head of School.Leadership of the Head of Faculty group. |
| **Operational** **and strategic responsibilities** | Line management of specific Heads of Faculty.Line management of a designated Head of House.Overview and promotion of whole-school wider curriculum activities.Contribute to the effective day to day management of the school including organising and carrying out supervisory duties.Be a high profile presence during the school day and at school events.Represent the school within the local and wider community as required.Contribute to student tracking systems and intervention plans and keep up-to-date student records as may be required.Inform appropriate staff regarding student concerns and make recommendations as to how these may be resolved.Communicate, as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.Make use of analysis and evaluate performance data provided by SISRA and other packages.Identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on actions taken. |
| **Other responsibilities**  | Uphold and promote the values and the ethos of the school.Implement and uphold the policies, procedures and codes of practice of the school, including data protection, health & safety and safeguarding.Participate and engage with workplace learning and development opportunities, working to continually improve own performance and that of the school.Monitor and challenge professional standards within the school.Support the development of colleagues through monitoring, mentoring and coaching.Participate in the interview process for teaching posts when required and support effective induction of new staff in line with school procedures.Promote team work.Attend and participate in relevant meetings as appropriate.Undertake any other additional duties commensurate with the grade of the post as directed by the Head of School and/or their representative. |