



JOB DESCRIPTION

Job Title:	Academic Deputy Head
Reports to:	Headmaster
Any Direct Reports:	Subject Leaders, Faculty Heads, Head of Learning Support, Academic Office (SIMS / Examinations Manager, Data Officer)
<p>Key responsibilities:</p> <p>To work closely with the Headmaster and wider colleagues to safeguard high quality teaching and learning throughout the school, supporting the Faculty Heads and Subject Leaders to ensure successful delivery of a modern, relevant and engaging curriculum that encourages aspiration, motivates high achievement and adds significant value to students.</p>	
<p>Responsibilities:</p> <ul style="list-style-type: none"> • 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 Faculty Heads, Subject Leaders, the Head of Learning Strategies and the Academic Office appropriately according to need and advising on their CPD requirements.**
- **Working closely with Subject Leaders 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.
- Liaising with the SLT to progress work on curriculum development.
- Compiling seamless timetables to support the above.
- Deploying teaching staff efficiently to meet the needs of the curriculum and the business.
- Line managing the Faculty Heads and Subject Leaders ensuring clear and effective academic middle leadership, thus safeguarding delivery of the curriculum to a consistently high standard within and between departments.
- Line managing the Head of Learning Support, ensuring regular dialogue with wider colleagues for the effective use of tracking data to assist identification and support of potential learning needs.
- Responding to concerns about the effectiveness of teaching arising from the performance management of departments and working with the Faculty Heads and Subject Leaders to resolve these informally (ideally) and formally.
- Establishing a culture of reflective practice and professional learning to build organisational capacity and for continuous improvement of the educational offering.
- Leading on and participating in working parties, as required.
- Chairing academic committee meetings and other College meetings, as required.
- Leading the analysis of assessment data.
- Completing DfE and ISI returns.

Pupil assessment, recording, and reporting

- Working with the SLT in order to set the standards and framework to enable teaching staff to oversee and record pupil effort and attainment.
- Ensuring academic reports provide meaningful information to pupils and parents and are produced in an efficient and timely manner.

- 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 for teaching staff and assuring the quality of the process.
- Coordinating SLT colleagues who assist with appraising teaching colleagues and oversee appraisal in departments.
- 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

- Leading the induction of new teaching staff including NQTs.
- Acting as the ISTip coordinator for NQTs.
- Using findings from appraisal to coordinate CPD according to need.
- Leading and organising CPD for the teaching staff – top down according to need and informed by statutory requirements and the College development plan.
- Facilitating CPD for departments and individual teachers – bottom up according to need and the professional aspirations of colleagues.
- Managing the CPD budget and ensuring best value for money.
- 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.
- pupil tracking (academic) and the effective use of tracking data for the identification of gifted and talented pupils and those in need of additional support, and to differentiate teaching and provide academic stretch / support (including coordinating with the SEND department).
- pupil interventions.
- academic report grades such that they provide an accurate summative representation of pupils' attainment.
- observations and assessments of colleagues who require support and / or are going through informal and formal performance management processes, including competency procedures.

Working with the Senior Deputy Head, Pastoral Team and Tutors:

- to develop pastoral tracking for identification of needs and for informing intervention and support.
- to monitor the effectiveness pastoral interventions.

Working at the whole College level leading on:

- leading on the planning and the management of the College calendar.
- work scrutiny.
- 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.
- working with the Senior Deputy Head in order to assure the quality of the broader co-curriculum to ensure continued provision of a broad range of activities and equality of opportunity for pupils.
- auditing and being responsive to the needs of those colleagues who lead co-curricular initiatives to secure 'buy-in' from all staff, such that pupils benefit from a broad cross-section of clubs and activities.
- Line managing the Academic Office, in particular to ensure that tracking sheets are up to date and complete, and analyses are completed as appropriate.

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.
- Managing the cover system and approving requests for cover from the teaching staff.
- Working closely with the HR Manager to ensure that records of staff absences are maintained.
- 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:

- ♦ In common with all staff and pupils, the Academic Deputy Head should be aware of the College's policies and implement them as appropriate.
- ♦ 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.
- ♦ 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.
- ♦ All roles within the College carry the responsibility for safeguarding and promoting the welfare of children.