



The Marist School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Title of Role: Assistant Head - Academic

Reporting to: Deputy Head

Line Managing: Head of Departments

Purpose of Role: The Assistant Head Academic is responsible in supporting the Deputy Head in ensuring the highest standards of teaching, learning and academic attainment across the School. They will work closely with Heads of Departments and Heads of Year, to ensure the effective development and delivery of the academic curriculum and the efficient management of academic departments

Status of Role: Full Time, Permanent

Key Tasks and Accountabilities:

Assistant Head Responsibilities:

- Create strategies for raising achievement and excellence.
- Use new and emerging technologies to support teaching and learning.
- Implement inclusion strategies.
- Monitor impact of behaviour/attendance on learning and educational progress and report findings regularly to the Deputy Head.
- Review assessment reports and use data to improve outcomes.
- Introduce models of teaching and learning (including organisation and learning styles).
- Undertake regular lesson observations and provide constructive developmental feedback.
- Undertake Line management responsibilities including performance management, and quality assurance activities.
- Develop and implement strategies for developing effective teachers.
- Undertake curriculum design and management (overall; broad and balanced).
- Oversee teacher cover requirements.
 - Use data collection tools and analysis (comparative performance, prior attainment, targets etc.).
- Be visible during the day to monitor and model good practice and high expectations.

Feet on the ground. Reaching for the stars.

- Be a leadership presence in and around school at events and during the day. Modelling high expectations and standards
- Identify current issues and future trends that impact on the school community.
- Monitor the wider curriculum beyond school and the opportunities it provides for pupils and the school community and advise the Deputy Head as appropriate.
- Develop models of school, home, community and business partnerships.
- Work with other agencies and identify opportunities for collaboration.
- Implement strategies which encourage parents and carers to support their children's learning.
- Build and maintain effective relationships with parents, carers, partners and the community that enhance the education of all pupils.

Teaching Responsibilities:

- Follow school policies to maintain a safe and stimulating classroom environment.
- Set targets for pupils in line with school policy and support the high expectations that the school has for all pupils to achieve well.
- Be able to measure and record pupil progress, attainment and outcomes in line with school policies.
- Evaluate pupil progress, attainment and outcomes and adapt future lesson plans to reflect the needs of all the pupils.
- Complete planning, preparation and assessment tasks on time.
- Plan lessons that challenge all pupils.
- Follow the school marking policy and set up systems that enable pupils to respond to feedback.
- Teach lessons that engage the pupils' interests and foster their enthusiasm for learning
- Actively promote tolerance and love for all in lessons
- Have a clear understanding of the needs of all pupils, including those with special educational needs; those with high ability; those with English as an additional language; those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage, challenge and support.
- Prepare for pupil progress meetings and produce reports as required using formative and summative assessments to inform your judgement on how well a pupil is making progress
- Communicate to the pupils and parents what they have achieved and what they need to do next to improve by following the school marking policy
- Always have high expectations of pupils in both academic challenge and behaviour for learning.
- Develop effective working relationships with pupils.

Ad Hoc Tasks

- Any other tasks as may be required by the Principal or Executive Team from time to time in support of the overall activities and smooth running of the School.
- Undertake any additional training considered appropriate for the better performance of the job.

This job description is representative and not necessarily a comprehensive definition of the post. Other reasonable duties may be allocated from time to time commensurate with the general character of this post and its scale point.

PERSON SPECIFICATION

		Essential or Desirable
Qualifications & Knowledge	Qualified Teacher Status (QTS) or equivalent	Essential
	Strong academic background with a degree in a relevant subject	Essential
	Thorough understanding of curriculum design, assessment, and pedagogy	Essential
	Knowledge of school improvement strategies and national education policy	Essential
	Leadership qualification (e.g. NPQSL, NPQH)	Desirable
	Familiarity with ISI inspection framework and performance data systems	Desirable
Experience	Proven track record of outstanding teaching and curriculum leadership	Essential
	Experience leading whole-school academic initiatives or improvement plans	Essential
	Supporting staff development through coaching, mentoring, or CPD	Essential
	Leading assessment for learning and tracking pupil progress	Desirable
	Experience in managing academic interventions and stretch/challenge programmes	Desirable
Skills and Attributes	Strategic thinking and ability to translate vision into action	Essential
	Excellent communication and interpersonal skills	Essential
	Strong data analysis skills to monitor academic performance	Essential
	Ability to lead and inspire teams across departments	Essential
	Confident in managing change and driving innovation in teaching and learning	Essential
Personal Attributes	Clear commitment to the Schools Catholic ethos and the distinctive characteristics of Marist education	Essential
	Treats people fairly, equitably and with respect to maintain the Catholic ethos and positive working relationships	Essential
	A good sense of humour and the ability to foster positive relationships with staff and parents	Desirable
	Ability to maintain trust and be highly respected by staff	Essential
	Has high expectations and shows a passionate commitment to developing the best in young people, with a relentless focus upon ensuring outstanding attainment and outcomes	Essential
	A creative and imaginative thinker who has the ability to identify innovative solutions to problems	Desirable

Safeguarding and Child Protection

The responsibility of all staff in the School is to promote and safeguard the welfare of children and young persons for whom they are responsible, or with whom they come into contact by adhering to and ensuring compliance with the School's Child Protection and Safeguarding Policy at all times. If, in the course of carrying out the duties of the post, staff become aware of any actual or potential risks to the safety or welfare of children in the School, they must report any concerns to the School's Designated Safeguard Lead (DSL) or to one of the Deputy DSLs. All Marist staff must have an enhanced DBS disclosure.

Policies

The School's policies and risk assessments, which are found in the central Policies & Risk Assessment Team, are reviewed at least annually and all staff should be familiar with the policies and risk assessments which apply to them and their role.

Health and Safety

In accordance with the provisions of the Health and Safety at Work Act 1974 the School takes its duty to the health and safety of all staff very seriously. It is also the responsibility of all staff to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

Appraisal

Staff are part of the school's appraisal scheme and will have agreed objectives for each year of service. Their Line Manager will monitor and review performance.

Professional Development

The School actively supports the continuing professional development of all staff. Staff should also support their own continuous professional development including participating in training and development opportunities identified by the School.

Data Protection

The Marist School processes information about its current, past or prospective staff, applicants, current, past and prospective pupils; and their parents, carers or guardians and others who are defined as data subjects under UK Data Protection law.

Anyone who works for, or acts on behalf of, the school (including staff, volunteers, governors and service providers) should also comply with the school's Data Protection Policy, which also provides information about how personal data about those individuals will be used.

The School takes the protection of all personal information extremely seriously and is committed to a policy of protecting the rights and freedoms of individuals with respect to the processing of their personal information.

Review and Amendment

This job description will be reviewed regularly and may be subject to modification and amendment from time to time, and the post holder may be required to undertake additional duties, as required, by the Principal.