

Job Description : Deputy Head (Academic) The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This is in addition to the roles and responsibilities described in the generic job description for teachers. Line Manager: Mrs Sarah Labram Headmistress	
Aims of post of responsibility:	To support the Headmistress in sustaining the essential vision of the School through: <ul style="list-style-type: none"> • <i>Developing and improving the quality of education provided to our pupils through the implementation of the highest possible standards of teaching and learning, equality of opportunity, and an environment which fosters enthusiasm, resilience and self-discipline;</i> • <i>Promoting the ethos of the school through participation in the construction and implementation of the school development plan and in relevant curriculum committees;</i> • <i>Developing the use of ICT to improve standards of teaching and learning.</i>
Specific Responsibilities as Deputy Head (Academic)	
GENERAL	<ul style="list-style-type: none"> ◆ To implement the school's agreed policies; ◆ To maintain effective discipline through implementation of the school's agreed procedures; ◆ To monitor standards of teaching and learning within departments in order to ensure the highest quality of provision, learning and achievement for all pupils; ◆ To cultivate and develop departmental self review so as to ensure excellent progress in standards of teaching and learning; ◆ To keep up-to-date with educational reform and policy through an awareness of education initiatives/pedagogical research and their usefulness and to pass this knowledge on to the Headmistress, Heads of Departments and other staff as appropriate; ◆ To attend all staff meetings, Head of Department meetings, Senior Leadership/Management team meetings and Mock Review meetings; ◆ To oversee the formulation of school and departmental development plans (reviews and updates); ◆ To promote the general care of the school by demonstrating awareness of what is needed and responding as necessary; ◆ To take assembly in the absence of the Headmistress, shared with the Deputy Head (Pastoral); ◆ To teach a 0.5 timetable in a given subject.
CHILD PROTECTION, DISCIPLINE, HEALTH AND SAFETY	<ul style="list-style-type: none"> ◆ To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact; ◆ To maintain good order and discipline among the pupils and safeguard their health and safety both when they are on the school premises and when they are engaged in authorised school activities elsewhere;
COMMUNICATION	<ul style="list-style-type: none"> ◆ To prepare agendas for and chair meetings; ◆ To support effective communication by forwarding minutes and conclusions of meetings and any other documentation or memos to the relevant staff.

ASSESSMENT, RECORDING AND REPORTING	<ul style="list-style-type: none"> ◆ To be responsible for whole school monitoring and development of assessment, recording, reporting and target setting and updating the Assessment Policy; ◆ To be responsible for baseline-testing and value-added data (collecting, collating, analysing and disseminating); ◆ To generate ideas for the improvement of the School Management Information System and oversee its use for pupil tracking and reporting, including setting up reports; ◆ To oversee the organisation of Review Day.
TEACHING AND LEARNING	<ul style="list-style-type: none"> ◆ To monitor standards of teaching and learning within departments and to ensure that schemes of work and department handbooks are kept up to date by Heads of Department; ◆ To plan and implement initiatives for the development of teaching and learning; ◆ To work with the Head of ICT Strategy and the Network Manager to develop the ICT provision; ◆ To oversee departmental and school self-review procedures; ◆ To formally meet HoDs on a regular basis to monitor standards within departments; ◆ To implement an ongoing programme of observation to ensure high standards of teaching and learning and to promote the sharing of best practice; ◆ To ensure that the academic needs of individual pupils referred by Form Teachers, Heads of Departments, Heads of Section or the SENDCo, are met and, where necessary, to develop a plan of action; ◆ To review and update all academic policies, in conjunction with the Headmistress.
TIMETABLE AND STAFFING/ STAFF DEVELOPMENT	<ul style="list-style-type: none"> ◆ To review the timetable, in conjunction with the timetabler, in order to ensure that it enables the best quality teaching and learning to take place; ◆ To oversee the construction of the timetable in liaison with the Timetable Coordinator; ◆ To review academic staff requirements with the Timetable Coordinator and Headmistress and organise all recruitment of academic staff; ◆ To organise and/or deliver INSET for staff where relevant; ◆ To develop and oversee the Induction programme for new staff, in conjunction with the Deputy Head (Pastoral); ◆ To attend INSET training and external courses to ensure continuing professional development.
LINE MANAGEMENT DUTIES AND RESPONSIBILITIES	<ul style="list-style-type: none"> ◆ To line manage all Heads of Department, including the SENDCo; ◆ To participate in the appointment of staff to departments and support the Head of Department in the drawing up of their specific job descriptions; ◆ To promote development and training opportunities for all departments; ◆ To take an appropriate part in the school's appraisal process; ◆ To line manage the timetabler.

You may also be required to undertake such other comparable duties as the Headmistress requires from time to time.