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**JOB DESCRIPTION**

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|  **West Walsall Academy Deputy Headteacher: curriculum** |
| **Scale/Salary** | L18 – L20 £60,755 - £63,806  |
| **Hours** | Full-time |
| **Section** | WWEA |
| **Location** | West Walsall E-ACT Academy |
| **Responsible to** | Headteacher, Deputy Headteacher |
| **Responsible for** | The provision of a highly effective educational experience and excellent pastoral and safeguarding work for all students. |

Members of staff should at all times work within the framework provided by the Academy’s policy statements to fulfil the general aims and objectives of the Academy’s Improvement Plan.

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| **Role Purpose:** | * To provide the strategy and development of our new knowledge-based curriculum to ensure stretch and challenge from 11 - 18
* To strategically lead on the development of our curriculum model to ensure that we offer as wide a range of subjects as possible from year 7 right through to year 13
* To work with Walsall college and Willenhall Academy to make our joint P16 a reality
* Ensure effective timetabling that minimises staffing costs effectively, including the lead of cover in cases of absence
* Develop effective reporting to parents
* Ensure that work experience forms part of West Walsalls curriculum offer.
* Ensure the effective implementation of all exams across the Academy
* Strategic lead on literacy and numeracy.
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| **Main Core Duties:** |
| **As the senior leader for Curriculum**: * Ensure that all subjects areas across the academy offer the correct depth and challenge to ensure that our students are able to accesss higher grades in exams
* Ensure that our curriculum is fit for purpose across all years : 7 right through to 13
* Working with our teaching and learning lead ensure that strategic roll out of knowledge-based homework
* Ensure that the academy is compliant in terms of OFSTED and progress 8 as well as ensuring that we are best fitting our students.
* Ensure that literacy and numeracy strategies are embedded across all areas of the academy
* Strategically lead so that our curriculum responds to the needs of individual students highlighted by data coming in from teachers.

**As lead of work experience*** Ensure that work experience opportunities are in place across all areas of the Academy. Ensure that P16 links are formed to enable our students to move from the Academy into work places seamlessly
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| **Supporting the academy**:* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
* Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
* Contribute to the overall ethos/work/aims of the academy and our E-ACT values
* Appreciate and support the role of other professionals
* Attend and participate in relevant meetings as required
* Participate in training and other learning activities and performance development as required
* Assist with the supervision of pupils out of lesson times, including before and after lessons and at lunchtime
* Accompany teaching staff and pupils on visits, trips and out of lesson activities as required and take responsibility for a group under the supervision of the teacher
* Any other duties and responsibilities appropriate to the grade and role.
* In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments in teaching pedagogy, changes in the academy curriculum, policy implementation and national research to inform leadership practice.
* Undertake any necessary professional development as identified in the Academy Improvement Plan taking full advantage of any relevant training and development available.
* Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice.
* To have an understanding of and work within the requirements of GDPR at all times and comply with E-ACT policy in terms of data protection
* All duties and responsibilities to be carried out in accordance with the Academy Policies, standing orders and current legislation with an emphasis on customer care, equal opportunities, data protection and health safety.
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E-ACT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is subject to an Enhanced DBS Disclosure.