**Responsible to:**  Executive Headteacher

**Purpose of the Job:** To support the Executive Headteacher in the leadership and management of the school. To take a lead in ensuring the highest standards and expectations with regard to the assessment and delivery of the curriculum.

**Duties:**

* To deputise for the professional duties of the Executive Headteacher in his absence.
* To work with the Executive Headteacher to lead and manage across the Academy.
* To be an exemplary teacher and to be able to demonstrate excellent teaching across the school.
* To be responsible for ensuring the effective use of assessment and monitoring of standards and attainment across the all groups of pupils and the school as a whole.
* To take a lead in ensuring a vibrant, engaging and well managed curriculum across the school.
* To work with the Executive Headteacher to oversee the successful implementation of new initiatives, taking full account of relevant national and local agenda.
* To work with the Executive Headteacher and Business Manager in order to develop fluency and proficiency in the oversight of budgetary and administrative systems.
* To be responsible for the effective planning, teaching and assessment of specific groups of children as designated by the Executive Headteacher.
* To take responsibility for co-ordinating curriculum areas as directed by the Executive Headteacher.
* To attend Trustee and Member meetings, inputting to governors where required.
* To undertake the role of Team Leader in the school performance management programme.
* To ensure equal opportunities with regard to all aspects of practice and provision.
* To support and implement the school’s Safeguarding Policy and practices in all respects and regards. To know the location of the key child protection materials. **To immediately report any safeguarding concerns to the Designated Officer (Executive Headteacher) or Deputy Designated Officers (Inclusion Managers & Deputy Head of Children’s Centre).**
* To be aware and support the school’s commitment to equal opportunities. To ensure a commitment to equal opportunities in all aspects of practice.
* To undertake any other duties as may reasonably be directed by the Executive Headteacher.

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Deputy Executive Headteacher)

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Executive Headteacher)