

Role	Junior School Deputy Head Academic
Job Purpose	To support the Head of Junior School so that all pupils have the best possible care, have access to a broad and balanced curriculum and achieve the highest standards, in line with the ethos of the school.
Accountable to	Head of Junior School
Key areas of influence	<ul style="list-style-type: none"> ● Curriculum and Timetable ● Quality Assurance including, Teaching, learning, planning ● Teaching and Learning ● Assessment: marking and feedback ● Supporting with organising cover for Teachers and TA's
Accountabilities	<p>1. Policy and Strategy <i>Contribute to whole school policy-making and strategic planning</i></p> <p>Lead on the Academic strand of the Junior School Development Plan whilst ensuring:</p> <p>An irresistible educational offer</p> <ul style="list-style-type: none"> - A dedication to girl focused learning that ensures all girls are nurtured, challenged and empowered in their academic studies. - A broad and balanced curriculum that meets the needs of all girls. - A reputation for high quality academic provision for all girls. <p>An innovative and inclusive culture</p> <ul style="list-style-type: none"> - Learning spaces inspire new ways of working and allow collaborative, problem solving across the curriculum. - Ensuring that the golden thread of Equity, Diversity and inclusion alongside Sustainability is maintained.

- A. Keep policies under review and make recommendations for change to ensure that they continue to meet the school's developing needs and meet the compliance and educational quality requirements of the ISI framework.
- B. Take lead responsibility for policy development and implementation in relation to curriculum, teaching and learning. Keep policies under review and make recommendations for change to ensure that they continue to meet the School's evolving needs.
- C. Develop and deliver the Junior School's More Able and Talented Policy to ensure every pupil reaches her potential.
- D. Work with Junior School subject coordinators and Senior School Heads of Department to ensure a clear and coherent curriculum pathway from Junior to Senior School
- E. To be ambitious and contribute to the development of the Junior School and wider school's strategic development plan and to its implementation.

2. Curriculum and Timetable

Lead the development and delivery of the curriculum in the Junior School so that all the girls receive a high quality, broad and balanced education

- A. Carry out an annual curriculum analysis and advise the Head of Junior School on the staffing requirements for the coming year to enable the timetable to run effectively and with well-qualified staff
- B. As part of curriculum analysis, assess the quanta given to individual subjects within the timetable, to ensure appropriate weighting of subjects (more time devoted to English and Maths, for instance)
- C. Develop and implement strategies to encourage all staff to participate in extra-curricular activities, and where possible, that these activities build on the learning activities initiated in subject areas
- D. In developing the curriculum, think carefully about the assessment model which should sit coherently alongside it.

3. Innovation and Outstanding Practice in Teaching and Learning

	<ul style="list-style-type: none">A. Identify and secure the implementation of appropriate strategies to develop classroom environments and teaching practices which secures effective learning across the breadth of the curriculum through innovative and ambitious pedagogical approaches.B. Take responsibility for the development and monitoring of all Junior School curriculum areas to ensure excellent outcomes for all pupils in EYFS and Junior (in consultation and where needed collaboration with JSLT)C. Provide a first-class professional model for others, clearly demonstrating effective quality first teaching, displaying high standards of achievement, behaviour and discipline; demonstrate personal commitment to quality and excellence, and resolution in achieving them.D. Undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher as outlined in the general job description.E. Support the Head by leading in the monitoring of the quality of teaching and pupil achievement including lesson observation, work scrutiny and the evaluation of performance data.F. Support the Head of Junior School in the management and organisation of relevant groups of pupils to ensure effective teaching and learning takes place and that their personal development needs are met.G. Ensure teaching helps prepare girls for smooth Transfer to the Senior School in Year 7H. Assist with the recruitment process to ensure the school appoints staff of a high calibre who will promote the high standards of teaching and learning and aligns with the schools ethos and values.I. Contribute to the school's extra-curricular programme as defined by your contractJ. To support the school and work with Subject leads and senior school counterparts to ensure that the Junior school curriculum is forward thinking and aligned with technological and educational innovation.
--	--

4. Monitoring, Assessment, Moderation and Reporting

- A. Ensure the effective operation of the Junior School Monitoring and moderating quality assurance, and produce reports within the cycle as required.
- B. Monitor and evaluate specific areas of responsibility in line with agreed school procedures, including evaluation against quality standards and performance criteria.
- C. Ensure the maintenance of accurate and up-to-date management information concerning specific areas of responsibility in order to inform the review and evaluation process.
- D. Identify and take appropriate action on issues arising from evaluation, setting deadlines where necessary and reviewing progress on the action taken.
- E. Review and update the Junior School Assessment Calendar to ensure that testing, curriculum and GDST standardized tests are completed.
- F. Ensure teachers make purposeful use of data (whether from internal or external resources) available to inform planning, using your expertise to inform and instruct them
- G. Oversee the reporting and parents' evening schedule, ensuring parents are kept regularly informed of their daughters' progress, balancing this need against teacher workload
- H. To lead on the reporting schedule in Junior school, setting dates and creating JSLT schedules for proof reading.
- I. To arrange and participate in Pupil Progress and Wellbeing meetings.

5. Leadership, training and management of others

- A. Be an effective and active member of the Junior Leadership working in a collegiate and supportive capacity within the team and able to coach, nurture the team.
- B. Lead by example, providing inspiration and motivation, and embody for the pupils, staff, governors, parents and wider community the vision, purpose and leadership of the school.

	<ul style="list-style-type: none"> C. Support the Head in the recruitment, deployment, motivation, development and appraisal of staff to make the most effective use of their skills, expertise and experience and to ensure that all staff have a clear understanding of their roles and responsibilities. D. Advise, guide and oversee the work of the Subject Leads, supporting as necessary to ensure the highest standards of teaching and learning E. Take responsibility for the day-to-day line management of designated staff, both teaching staff and teaching assistants. F. Assist the Head of Junior School in the daily operational management of the School, including attending, and leading as required, planning meetings, staff meetings, curriculum meetings, relevant Senior School link meetings and parent meetings and Cover related pieces. G. Support the Head of Junior School in developing positive working relationships with and between all staff, maintaining confidentiality as appropriate. H. Take responsibility for managing the school effectively alongside the Pastoral Deputy in the absence of the Head. I. Show commitment to attending a wider range of school events during the extended hours of the school day. J. Assist the Junior Leadership Team in deciding and leading Junior specific INSET K. Develop and maintain a culture of high expectations for self and others. L. As a lead professional, regularly review own practice, set personal targets and take responsibility for own continuous professional development M. Take an active role in staff performance review and professional development which deliver intended and agreed outcomes N. Lead groups of staff in developmental activities, and evaluate outcomes. O. Oversee educational communication and links between key phrases within the Junior School and between the Junior and Senior School.
--	---

6. Communications, marketing & external links

A. Support the Head in ensuring that:

- i. parents are kept well informed about the school curriculum, its targets, pupil attainment and their part in the process of improvement
- ii. school policies and procedures are regularly communicated to staff and students so that they are clear about their responsibilities
- iii. links with parents, other schools, educational institutions and the wider community, including business and industry, are developed in order to enhance teaching and learning and pupils' personal development
- iv. the school's marketing strategies are implemented throughout the school.

B. Support and attend all Junior School and where appropriate whole school marketing events.

C. Develop strong, positive relationships with GDST colleagues, and contribute to collaborative work across GDST schools in order to share best practice

D. Lead on Academic related events e.g. Prizegiving

7. Management of Resources

A. Work with the Head in establishing priorities for expenditure and monitoring the effectiveness of spending and use of resources with a view to achieving value for money.

B. Assist the Head of the Junior School by managing the timetable and supporting subject leaders in managing resources and budgets.

<p>General requirements</p>	<p>All school staff are expected to:</p> <ul style="list-style-type: none"> a. Work towards and support the school vision and the current school objectives outlined in the School Development Plan. b. Willingness to contribute to the school's programme of extra-curricular activities, if required. c. Support and contribute to the school's responsibility for safeguarding students. d. Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors e. Work within the GDST's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective. f. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues. g. Engage actively in the performance review process. h. Adhere to policies as set out in the GDST Council Regulations, GDST Hub and GDST circulars. i. Undertake other reasonable duties related to the job purpose required from time to time. j. Be a positive role model to staff and pupils. k. Adhere to the School's dress-code.
<p>Review and Amendment</p>	<p>This job description should be seen as enabling rather than restrictive and will be subject to regular review.</p>

Person Specification

Skills Required

Excellent interpersonal skills, including the ability to relate well to people on all levels, to resolve conflicts in a sensitive manner, to encourage and motivate	Essential
Ability to work effectively as a member of a leadership team, to show initiative and imagination, to have vision and the ability to inspire others	Essential
First class organisational and administrative skills, with the ability to remain calm under pressure and work to tight deadlines, managing competing priorities	Essential
Strong analytical and problem solving skills, combined with a proactive and positive approach to change management	Essential
Effective and energetic in instigating and implementing change	Essential
Able to see through complex strategies from concept to conclusion	Essential
Able to maintain a high work rate and to juggle a range of tasks and issues at the same time	Essential
High level of classroom teaching skills	Essential

Knowledge Base

An awareness of recent important national educational developments	Essential
A clear understanding of recent developments in teaching and learning	Essential
Good working knowledge of common ICT applications, with a clear understanding of the potential for ICT in enabling more innovative and effective approaches to learning, teaching and school organisation.	Essential

Qualifications/Attainment

A well-qualified graduate with QTS or the equivalent gained through experience	Essential
--	-----------

Experience

Experience of strategic planning or of curriculum evaluation	Desirable
Experience of pastoral care and pupil management	Desirable

Attitude/approach

Personal integrity, honesty, energy, stamina and enthusiasm	Essential
A willingness to give generously of their time to support school events and activities	Essential
Commitment to personal development and life long learning	Essential
Commitment to maintaining the caring and supportive ethos of the School	Essential
Commitment to the safeguarding of children and young people	Essential