**The Ongar Academy**

**JOB DESCRIPTION:** Deputy Headteacher – Assessment, Learning & Curriculum

The Deputy Headteacher of The Ongar Academy will work with the Headteacher and the First Deputy Headteacher and together they will be responsible for managing the school effectively to the highest possible standard.

**Professional Duties**

The Deputy Headteacher, in addition to carrying out the professional duties of a teacher, including those duties particularly assigned by the Headteacher, shall undertake the following:

* Oversight of assessment cycles within the Academic Calendar
* Oversight of student progress and target setting against expected progress
* Be responsible for securing the quality of teaching at TOA to at least ‘good’ in all lessons
* Record and evaluate evidence from lesson observations and learning walks on the quality of teaching
* Be responsible for providing training, support, mentoring and coaching for inexperienced teachers and any teachers whose teaching is judged to be ‘requiring improvement’
* Be responsible for co-ordinating bi-annual and annual Learning and Teaching Reviews for all teaching staff
* Have an overview of tracking of student progress and associated interventions following the six annual data drops
* Be responsible for the work of the school’s Lead Practitioners
* Have oversight of staff training within the school in response to the school’s self-evaluation and to meet the needs of individual staff
* Embed the school’s Learning and Teaching Framework in lesson planning to enhance the quality of teaching across the school
* Have oversight for the school’s PMR processes and procedures for all staff
* Attend School Improvement Group Meetings
* Support school self-evaluation, monitoring procedures and department reviews.
* Provide analysis and evaluations to the Senior Leadership Team of the progress of students
* Coordinate internal and external examinations
* Have oversight of parents’ consultation events focussing on the discussion of student progress and the setting of next step targets
* Have Curriculum oversight and be the school timetabler
* Have line-management responsibilities for the Data Manager and Examinations Officer
* Have oversight of the school’s reporting procedures
* Contribute to the preparation and implementation of the School Improvement Plan, with particular regard to Achievement

**Conditions of Employment**

The Deputy Headteacher is required to carry out the duties of a schoolteacher and the professional duties of a Deputy Headteacher as set out in the School Teachers’ Pay and Conditions Document.

October 2019