JOB DESCRIPTION

Job Title: **Deputy Head Academic**

Department: Junior School

Reports to: Headmistress

Frequently Works With: Senior Leadership Team, Teaching Staff, Pupils and Parents.

**Purpose of the Role**

The Deputy Head Academic (DHA) will work supporting the Head in the effective day-to- day running of the school. The DHA will be a member of the Senior Leadership Team. He or she will be directly responsible to the Head. The DHA is responsible for the quality of teaching and learning and the standards of academic achievement at Repton Al Barsha.

The DHA should be understood to be acting on behalf of the Head at all times. They will adopt specific responsibilities for the planning, implementing and development, and evaluation of policy within the school; they should keep the Head briefed on these developments. Substantial policy initiatives will be put into practice only after consultation with and formal approval from the Head.

Each member of staff should understand that, beyond Heads of Department and the Assistant Heads, advice or guidance on a matter of school practice should be sought from the DHA. Each member of the teaching staff must also understand that a failure to respond to reasonable professional expectations expressed by the DHA is tantamount to a failure to respond to the same expectations expressed by the Head. In this way each member of staff, is accountable to the Deputy in the carrying out of his or her professional duties; just as every member of staff, including the Deputy Head, is, in turn accountable to the Head.

The Head is assisted by the Deputy Head, who has a personnel management role in supporting and drawing together the staff into a strong and effective team in a spirit that reflects the values of the school. This includes:

* Setting high standards of professional performance and recognition of excellent practice, while being prepared to draw attention to areas needing improvement
* Being a good listener, receiving suggestions, complaints, anxieties and concerns and finding solutions to conflicts of interest: being an effective channel of communication between the staff and Head.
* Fulfilling the role of advisor to colleagues over matters of academic and career development.

**Key Responsibilities:**

**Teaching, Learning and Achievement**

* Be responsible for all heads of academic departments and oversee their work in maintaining high standards of teaching, learning and achievement
* Be responsible for those members of staff who manage the programme of academic enrichment within the school
* Oversee target setting
* Manage school internal examinations with support from Assistant Head
* Liaise with admissions Registrar on suitability of applicants for School places where appropriate, and scholarship testing, and advise the Head on internal and external academic awards
* Commission annual reports from academic departments and compile an annual report on academic achievements to go to the Education Committee of the School Governors
* To advise parents on choices for future schools
* To facilitate the entry process to future schools via assessments, interviews and references
* To liaise with future schools and keep up to date on entry requirements.

**Administration**

* Direct and oversee the academic timetable each year
* Manage subject choices and the allocation of pupils to classes in all year groups
* Manage and, in the absence of the Head chair, heads of department meetings and attend other meetings and conferences, both in and out of School, as appropriate
* Chair HoD meetings

**Staff**

* Manage the staffing of all academic lessons and advise the Head on staffing requirements
* Be responsible for the induction of new staff and the development of the teaching abilities of all staff
* Be responsible for the programme of regular review of all teaching staff
* Arrange the cover
* Responsible for staff time keeping and staff absences

**Communication**

* Manage the reporting of academic progress to parents with Assistant Head
* Organise the programme of parents’ meetings
* Communicate with parents both individually and in general on academic matters, explaining school policies and decisions
* Compile and publish information as required on the curriculum and on subject choices and content

**Strategic**

* Draw up, maintain and implement an academic curriculum development plan
* Keep abreast of national changes in curriculum policy and thinking and advise the Head on how to respond to changes
* Work closely with the Head and other senior colleagues on the general development of the school
* Work, with the Head, in establishing the School as a leader both locally and nationally in educational innovation and thinking