



Job Specification

Deputy Head - Academic

Job Title: Deputy Head - Academic

Key Purpose: To share in all aspects of school life, assisting with the day to day running of **Cumnor House School for Girls**; to discuss matters of policy as part of the Senior Leadership Team; to act as liaison between staff and management when appropriate. To manage the tracking, performance and assessment of pupils from Cumnor House School for Girls. To monitor the Curriculum within the school

Line Manager: Headmistress

Key deliverables:

1 Leadership and Management

- Support and uphold the school's policies on behaviour, discipline and bullying
- To deputise together with deputy Head pastoral as appropriate and to provide supportive role within the Senior Leadership Team.
- To help maintain a day-to-day discipline
- To offer staff support whenever necessary
- To discuss curriculum development, whole school planning and policy development with SLT
- In liaison with subject co-ordinators to help facilitate and implement an effective Curriculum within the school
- To assist in the management of the Continuing Professional Development plan of the school
- Contribute to staff development activities
- Support the formulation of the school development plan as part of the SLT

2 Assessing and reporting

- Record students' work
- Organise and collage assessment data
- Ensure staff use data to inform planning
- Collate summative assessment and work with Heads of English, Mathematics and Early Years
- Manage and liaise with pupil tracking
- Mark and return work within agreed time span, providing feedback and targets
- Provide assessment reports to monitor student progress
- Liaise with parents and attend parents' evenings
- Work within the Code of Practice relating to Special Educational Needs
- To ensure appropriate resources to support assessing and reporting
- To manage pupil assessment and performance

3 Teaching and Learning

- Carry out teaching duties in accordance with the School's schemes of work
- Liaise with colleagues to deliver units of work in a collaborate way
- Work with Teaching Assistance and the SENCO
- CPD in liaison with Head and SLT
- Demonstrate good practice in the teaching areas of responsibility
- To discuss curriculum development, whole school planning and policy development with SLT

4 Standards and quality assurance

- Support the aims and ethos of the school
- Set a good example in terms of dress, punctuality and attendance.
- Attend and participate in open evenings and student performances
- Uphold the school's behaviour code and uniform regulations
- Participate in staff training
- Attend team and staff meetings
- To maintain standards of work behaviour and dress throughout the school
- In liaison with subject co-ordinators to help facilitate and implement an effective Curriculum within the school

5 Other duties and responsibilities

- Liaise with Head of music, office etc. and to ensure organisation of key school events e.g. Harvest, Carol concert, Open day
- To be involved in the recruitment (looking at CV's and interview panels) of new staff