Job Description

Post: Assistant Head of Department

Purpose

To challenge educational and social disadvantage by working with the Head of Department to lead a healthy department within the academy in order to achieve the highest possible standards and prepare all our students to lead successful lives.

Duties and Responsibilities

- In consultation with the Senior Leadership Team, provide support to plan, design and produce teaching materials and resources which are appropriate to age and ability and are in accordance with the Academy Improvement Plan.
- Support the Head of Department to act upon department priorities in collaboration with line management in order to build and lead a cohesive and highly effective team.
- Provide highly-tailored weekly coaching to team members.
- Support the Head of Department to complete all Cycle review documentation including department data analysis and subsequent intervention planning.
- Facilitate the exceptional progress and well-being of any individual or group of students.
- Lead weekly team meetings as required.
- Deputise for the Head of Department.
- In accordance with schemes of work, plan, deliver and review lessons which are appropriate to the age and ability of the students so as to facilitate progression in students' learning.
- Ensure that teaching is broad, balanced, relevant, motivational and appropriately differentiated in order to maximise the academic potential of all students.
- Support the management of behaviour within the team: overseeing and completing all duties effectively.
- Ensure that assessment is both regular and thorough and that full records of assessment and intervention strategies are kept.
- Provide feedback that moves learning forward.
- Manage the classroom and teaching equipment so as to create a positive learning environment which makes effective use of available resources.
- Ensure that homework is set, where appropriate, and monitored.
- Support the Head of Department to complete all exam entry requirements.
- Work in effective partnership with other assistant heads of department in the Trust.
- Maintain an effective quality assurance process.
- Support students throughout the day by fulfilling pastoral responsibilities.
- Engage fully in the academy appraisal process to fulfil personal potential and be able to participate effectively in the implementation of the academy's goals and improvement plan.
- Attend and lead meetings / training and carry out administrative tasks and duties as specified on the academy calendar.
- Consistently implement all academy policies.
- Contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to a Designated Safeguarding Lead.
- Carry out any other reasonable duties as requested by the Principal.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.