



Job Description

Academic Leader

SCHOOL LEADERSHIP

To contribute to the well being and development of the school as a Catholic community by the care of pupils, guidance of teachers, and by advising the Headteacher and members of staff where appropriate.

LEADERSHIP OF STAFF

- a) Assisting the Headteacher in the implementation of the school's performance management policies.
- b) Providing guidance for the advice to staff and, where appropriate assisting in the process of induction and initial teacher training.
- c) Assisting in the professional and career development of teachers and helping to formulate the school professional learning programmes.
- d) Chairing regular department meetings.
- e) Overseeing the work of teachers within the department and ensuring that appropriate school and curriculum policies are maintained and developed.
- f) Attending relevant meetings.
- g) Presenting the views of members of departments at, and reporting back from, all areas of consultation.
- h) Encouraging teachers to develop cross-curricular links where appropriate.
- i) Assisting the Headteacher and the Governors in the appointment of staff to the department.

CURRICULUM AND SYLLABUSES

- a) Formulating, implementing and modifying as appropriate a curriculum for relevant subject which is consistent with the requirements of the National Curriculum and the wider curriculum of the school in consultation with appropriate staff.
- b) Planning schemes of work designed to achieve the agreed curricular aims and objectives.
- c) Ensuring that the work is planned, to ensure progression and continuity in learning and that the work meets the needs of the pupils.
- d) Liaising with other departments to ensure reinforcement of learning in other departments and to avoid unnecessary duplication.
- e) Ensuring that the teaching approaches used in the department deliver the agreed curriculum.

PUPILS

- a) Advising the Deputy Headteacher on the allocation of pupils to teaching groups and the distribution of these groups among staff.
- b) Accepting overall responsibility for the conduct and behaviour of pupils within the department and assisting staff as necessary when problems arise.
- c) Advising pupils on their progress and encouraging them to develop their potential to the full and to ensure that they are meeting learning demands.



RESOURCES

- a) Advising the senior leadership on the resource needs of the department using the approved procedures.
- b) Managing the department's allowance effectively to ensure that resources are used to meet the curricular aims.
- c) Being responsible for the oversight of usage, storage and security of the department resources.
- d) Ensuring that studies are organised appropriately to facilitate the delivery of the agreed curriculum and to create an ordered learning environment, which allows curriculum goals to be achieved.

ORGANISATION

- a) Preparing for and attending relevant meetings.
- b) Have an awareness of whole school's needs and policies.
- c) Participating in the development of cross-curricular programmes of work where appropriate.
- d) Completing all administration relevant to the successful entry of pupils for public examinations.

PLANNING AND EVALUATION

- a) Complete an annual departmental development plan which is consistent with national, local and school objectives as outlined in the school improvement plan.
- b) Ensure departmental budget allocation is consistent with the departmental development plan.
- c) To prepare and review departmental progress with the Headteacher as required.
- d) To take part in school and departmental self-review.
- e) To regularly review teaching and learning within the department to ensure its effectiveness.
- f) To regularly observe lessons within the department.

LIAISON WITH OUTSIDE AGENCIES

- a) Developing links with the partner Primary Schools where appropriate to ensure a smooth transition and accelerated progress from KS2 to KS3.
- b) Developing progression links with the Sixth Form College and Colleges of F.E.
- c) Meeting with parents to discuss the progress of their child.
- d) Liaising with the LA Advisers for the development of the school's curriculum.
- e) Liaising with local industry to provide relevant learning experiences for pupils.

ASSESSMENT AND EVALUATION

- a) Ensuring that the department's assessment schemes are appropriate and consistent with the school's policy.
- b) Ensuring that the agreed schemes of assessment are implemented and that work is marked according to policy and that the information gathered is used to inform future planning.
- c) Overseeing the monitoring of pupils' progress, internal assessments, and public examinations policy.
- d) Developing and maintaining pupils' reports.
- e) The evaluation and public examination results.