

JOB DESCRIPTION

DEPUTY HEAD (ACADEMIC)

REPORTS TO: HEAD

MAIN PURPOSE:

The Deputy Head is responsible for the oversight of teaching and learning across the school, focusing on pedagogy, curriculum development, assessment, planning and educational initiatives. They will monitor all pupil progress and academic development, organising assessment and reporting schedules and collating and analysing data to inform interventions. They will line manage all Heads of Department and play a strategic role in shaping the school's academic vision and delivery.

RESPONSIBILITIES:

ADMINISTRATION:

1. To provide strategic oversight of all academic matters ensuring that academic focused strategic objectives are met.
2. Review curriculum administration and documentation - departmental policies, development plans and handbooks. Establishing and sharing best practice and setting a required standard.
3. Organisation of year group transfer meetings for Y2 to Y5, ensuring that appropriate documentation is prepared and shared with parents and the evenings go smoothly.
4. Creating and sharing a curriculum overview handbook detailing the curriculum content from Rec/Y1 - Y6 and relevant academic policies - marking, prep etc (map the curriculum - what is taught in each year group, where is there repetition).
5. Driving the pupil achievement towards excellent outcomes as detailed in the ISI Grade Descriptors. Monitoring progress, advising staff, keeping records and evidencing to inspectors (possible opportunity here for an additional appointment of an Assistant Head Data, Assessment and Reporting).
6. Overseeing curriculum development across the school, closely monitoring schemes of work for appropriate progression and relevance.

TEACHING & LEARNING:

1. Providing guidance & training on modern teaching developments and initiatives, keeping abreast of such developments and sharing them widely across the school.
2. Coordinating the monitoring of teaching and learning across the school.
3. Identifying and sharing best practice in teaching and learning across the school.
4. Driving educational innovation and strategies to improve pupil learning and outcomes.
5. Celebrating excellence in teaching & learning and promoting such achievements and highlights.
6. Providing clear direction to staff and parents on the teaching and learning philosophy of the school.
7. Ensuring that appropriate provision is in place for academic scholarship preparation and entry to more academic schools (Common Entrance, 11+, selection reviews).
8. Monitoring the setting of homework - purposefulness and challenge.
9. Ensuring the work of the Director of Digital Learning and Director of Co-Curricular is embedded and feeds in to the school's educational philosophy. Line management of each of these individuals.
10. Ensuring that the curriculum meets the need of all children of all abilities - CHEx(Challenge and Extension), Liaison with Learning Support Dept., EAL oversight.
11. Oversee the personalised learning plans for all pupils.
12. Collate inspection relevant evidence on teaching, learning and pupil achievement, supporting staff in their inspection preparation.
13. Work closely with the Deputy Head in co-ordinating staff training and Inset based on colleagues' needs and contemporary educational developments.
14. To participate in regular Learning Walks and contribute to the development of teaching and learning across the school. Monitoring, recording and sharing information as required.
15. To contribute to the school's appraisal programme.
16. To oversee and update academic policies and monitor their implementation.
17. Update staff on ISI requirements and inspection readiness, disseminating information from ISI updates and your own inspection experience.
18. Monitor weekly planning and schemes of work, checking progress and appropriateness of curriculum content and ensuring that planning includes AfL.
19. To work closely with the SENCo and support them with the allocation of TAs so that children are supported as best as they can be.

20. To promote contemporary teaching and learning ideas, initiatives and best practice to staff from courses attended, lesson observations and inspections of other schools.
21. To oversee and coordinate Heads of Department and Departmental meetings with a clear focus on the achievement of the school development plan, strategic objectives and improving teaching and learning.
22. To ensure that the curriculum offers balance across subjects and in the development of pupils knowledge, skills and understanding.
23. To liaise with and promote NACE and other external agencies to provide suitable opportunities for the more able.
24. To ensure that Higher Order Skills are a common focus of all lessons.
25. To support parents in understanding standardised scores and data relating to their children and lead academic presentations where required.
26. To attend Governor meetings as a member of the Education Committee.