

JOB DESCRIPTION

Job Title: Deputy Head of Academy (Teaching, Learning & Assessment)

Scale: L12 – L16

Job Location: Academy within the Ascent Academies Trust

Responsible to: Head of Academy

**Job Purpose:** To lead improvements in the Quality of Education within the named Academy. To lead on Teaching, Learning & Assessment Trust wide as part of the Trust Teaching & Learning team. To lead Trust wide improvements.

**Teaching Commitment:** minimum 20%

**MAIN DUTIES AND RESPONSIBILITIES**

1. To fulfil all the requirements and duties as set out in the School Teachers’ Pay and Conditions Documents relating to the Conditions of Employment
2. To be responsible for raising standards in Teaching, Learning & Assessment within the named academy and across the Trust
3. To meet the National Standards for Teachers
4. To achieve annual performance criteria, objectives and targets agreed with or set by the Head of Academy in accordance with the requirements set out in the School Teachers’ Pay and Conditions Document.

**Specific**

1. To support the strategic direction and leadership for all Teaching, Learning & Assessment and the impact on positive outcomes for pupils.
2. Maintain a commitment and partnerships among pupils, staff and parents to the academy’s mission in partnership with the Head of Academy.

1. To support the development and the delivery of relevant aspects of the Academy Improvement Plan and the Trust’s strategic plan. To contribute to the review & evaluation of Teaching, Learning & Assessment and outcomes within the named academy and across the Trust.
2. To lead on Teaching, Learning & Assessment research across the academy ensuring an innovative and creative approach.
3. To ensure quality outcomes for all pupils within the academy and across the Trust in relation to a key area of responsibility.
4. To lead in the development of planning and evaluation of Teaching, Learning & Assessment both within the academy and Trust-wide.
5. To lead on a Trust wide subject area or aspect that impacts positively throughout the Trust on outcomes for pupils.
6. To lead meetings in the academy with teachers to focus in on the impact of their teaching on pupils within lessons and over-time.
7. Contribute to the academy self-evaluation through rigorous monitoring and review of Teaching, Learning & Assessment and participate fully in the Performance Management process, holding teachers to account and where necessary manage under-performance.
8. To contribute to the Academic Team, providing clear information, analysis and evaluation.
9. To develop, inspire and motivate effective teams in order to raise standards across the academy.
10. To improve all aspects of Teaching, Learning & Assessment through training, modelling, coaching and mentoring others.
11. To coach, mentor and train NQTs across the Trust, completing relevant reports and ensuring that they develop the necessary skills, knowledge and understanding in terms of teacher standards and Trust expectations.
12. To work towards relevant quality marks (e.g. research mark, basic skills, Achievement for All etc) that impact positively on outcomes for learners.
13. To develop, keep up to date and implement relevant policies e.g. Teaching, Learning & Assessment policy.
14. To deputise for the Head of Academy when required
15. Ensure equality of opportunity for all.
16. To carry out duties with full regard to the Trust’s Equal Opportunities and Racial Equality Policies in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner. To lead within the Ethical Leadership framework.
17. To comply with health and safety policy and systems, report any incidents/ accidents/ hazards and take pro-active approach to health and safety matters in order to protect both themselves and others.
18. These duties are neither exclusive, nor exhaustive and the post holder will be required to undertake other duties and responsibilities, which the Head of Academy or Trust may determine from time to time.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Trust. The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Trust records and information. The post holder must carry out their duties with full regard to the Trust’s Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Trust Policies including the No Smoking Policy. The post holder must comply with the Trust Health and Safety rules and regulations and with Health and Safety legislation.

Author: CEO

Date: April 2020