

Lansdowne Primary Academy

Job Description: Deputy Head of School [Teaching, Learning and the Curriculum]

Post:	Deputy Head of School [Teaching, learning and the curriculum]
Responsible to:	Head of School
Job purpose:	To provide leadership and management to help achieve the aims of the Academy.
Responsible for:	Teaching, learning and curriculum management.

Duties

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the Principal, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Leadership & Management

1. Ensure that the GLC Teaching, Learning and Assessment Policy is fully and consistently embedded so that the quality of teaching is judged to be at least good in years N-6;
2. Initiate programmes of CPD from years N-6 to achieve a cycle of continuous improvement;
3. Carefully monitor the quality of teaching across years N-6 to identify the best practice and where further improvements are required;
4. Ensure all schemes of work and lesson planning are in-line with the requirements and expectations of the current GLC policy;
5. Lead initiatives to develop a culture in all areas of the curriculum where students take regular responsibility to lead learning;
6. To lead initiatives to develop cutting-edge use of new technologies and ways of learning to engage all students [but particularly the 'hard to reach' to support outstanding progress for all];
7. Lead members of the leadership team to develop teaching;
8. Provide support and guidance for the Head of School and deputise when necessary;
9. Represent the Head of School at meetings functions and events as required;
10. Attend GLC board and governing body meetings as necessary;
11. Help to ensure that the academy functions to its highest potential;
12. Have a shared vision of where the academy and the wider GLC should be and to strive to achieve this within a set time and resource framework;
13. Maintain an understanding of current local, national and international initiatives and issues related to teaching, learning, assessment and the curriculum;

14. To ensure that assessment and reporting procedures continue to be developed in order to provide students and their parents with the best possible information, advice and guidance;
15. Support and uphold all the GLC's agreed policies;
16. Manage the budgets allocated to the above area of responsibility;
17. Take responsibility for promoting and safeguarding the welfare of children and young people within the academy.

Teaching & Learning

1. Act as a role model for colleagues demonstrating high quality teaching skills;
2. Carry out teaching duties in accordance with the academy's schemes of work to include:
 - Working with support staff and the SENCO to meet the needs of targeted students;
 - Setting targets for pupil attainment;
 - Setting work for pupils absent from the academy.

Assessing and reporting

1. Act as a role model, demonstrating good practice in all areas of assessment to include:
 - The maintenance of detailed records of pupil's progress and lesson evaluations;
 - The marking and return of work within an agreed time span, providing feedback in-line with the GLC's marking policy;
 - The provision of reports to parents in-line with the academy's reporting schedule;
 - Liaising with parents and attending consultation evenings;
 - Working within the Code of Practice relating to Special Educational Needs.

Standards and quality assurance

1. Act as a role model in promoting the published aims and ethos of the academy;
2. Set a good example in terms of dress, punctuality and attendance;
3. Attend and participate in out of hours activities such as school performances;
4. Uphold the GLC's behaviour code and uniform regulations;
5. Attend team and staff meetings;
6. Develop links with governors, the LEA and neighbouring schools

Other duties and responsibilities

The Head of School may from time to time ask the post-holder to perform other duties commensurate with the post.