

The Littlehampton Academy

Job Description - Teaching Staff



Deputy Director of Faculty

Reporting to	Director of Faculty
Salary	TLR2c
Contract Type	Permanent

Role Context and Purpose:

The Littlehampton Academy manages its curriculum provision through a faculty structure led by Directors of Faculty. The Deputy Director's role is to assist the Director of Faculty in providing outstanding leadership so that

- teaching and learning is typically *good to outstanding*; and
- students make *at least* expected progress.

Main Duties and Responsibilities:

This is a description of the main duties and responsibilities of the post at the date of production and may change over time as requirements and circumstances change. **These responsibilities are not exhaustive and the post-holder is expected to carry out any other related reasonable duties commensurate with their skills, abilities and grade.**

To support the Director of Faculty with

- Strategic planning to ensure the successful delivery of curriculum subjects within the faculty.
- Regular quality assurance checks within the faculty.
- The provision of faculty-based extra-curricular activities.
- The development of schemes of learning throughout the faculty.
- The analysis of student performance data and planning of effective interventions.
- Modelling effective learning and teaching within the faculty.
- Ensuring all curriculum requirements are met in accordance with Academy instructions.
- Making sure teaching and learning within the faculty meets the needs of all students, including those with additional needs.
- Contributing to whole school curriculum planning as appropriate.
- Creating an environment of open-mindedness, fairness and harmony so that all individuals can achieve their potential.

- Implementing the Academy appraisal processes so as to provide a positive framework for staff development and achievement.
- Delivering faculty induction for all new staff.
- Creating a culture of accountability within the faculty.
- Performance appraisal - the post-holder will appraise members of the faculty team.

Specific accountabilities will be agreed at the start of each academic year.

This job description will be reviewed regularly and any changes will be made in consultation with the post-holder.

Additional Expectations

The responsibilities outlined above are in addition to those required of a subject teacher (see separate job description). All teachers are expected to meet the Teachers' Standards to a level appropriate to their experience and pay. Teachers on the upper pay scales are expected to make a significant and sustained wider contribution to the academy, which includes working with and leading colleagues.

All staff are expected to:

- promote the Woodard Christian ethos that embraces all faiths
- take responsibility for their own professional development and support that of colleagues where appropriate
- engage in the Academy appraisal process and support colleagues in achieving their own targets where appropriate
- have regard to guidance on keeping children safe in education
- observe health and safety requirements and play their part in ensuring a safe working environment

All TLA staff have an entitlement to high-quality induction and continuing support and development. All staff will have opportunities to discuss their professional needs, both through performance management and through other professional dialogues.

Safeguarding Statement

The Littlehampton Academy is committed to equality of opportunity. We positively welcome applications from all sections of the community. The Academy is committed to safeguarding and promoting the welfare of children & young people & expects all staff & volunteers to share this commitment. Successful applicants will need to undertake, or currently hold, a DBS enhanced clearance for the Academy.

Equal Opportunities

The Littlehampton Academy is committed to equality of opportunity and applications from all sections of the community are welcomed.