

JOB DESCRIPTION

Post Title:	Deputy Headteacher – Quality of Education - (Achievement & Progress)
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The professional duties of all teachers are set out in the STPCD and describe the duties required of all leadership posts. In addition, the requirements of the post of Deputy Headteacher at City Academy Norwich have been set out below. These tasks are not exhaustive and specific responsibilities will be negotiated and renewed with the post-holder and in accordance with the post-holder's strengths and the strategic development needs of the Academy.

Purpose:	<p>(a) Leadership and Management:</p> <ul style="list-style-type: none"> To lead agreed and identified areas of School Improvement Plan, including being accountable for overall standards (academic and student support related). To contribute to the School's SIP & SEF processes including the Headteacher's Report to Governors. To lead and manage middle leaders as identified, including their Performance Management. To lead on Quality of Assessment & Progress across the Academy Other responsibilities as determined in light of the post-holder's strengths. These will be reviewed annually. <p>(b) Performance:</p> <ul style="list-style-type: none"> To provide data at all school levels for analysis and intervention via Academy systems and processes To lead monitoring and assessment processes across the Academy, in conjunction with the Assistant Headteacher - Quality of Education. To monitor and hold middle leaders accountable for the outcomes of individual and groups of students' learning within the Academy. To work with Directors of Education and Executive leads across the Trust on academic, enrichment data collation, presentation and analysis. <p>(c) Teaching and Learning:</p> <ul style="list-style-type: none"> To lead and monitor the effectiveness of Assessment & Progress. To raise standards of student engagement and achievement within the Academy, ensuring the highest standards of delivery across all departments. To line manage middle leaders in using available data to identify students who are underachieving and implement and monitor the impact of measures to address this. <p>(d) Student Support, Engagement and Enjoyment:</p> <ul style="list-style-type: none"> To keep up to date with legislation relating to Student Support. To monitor and support the behaviour of students and use available data to intervene as necessary, in line with Academy policy. To ensure appropriate provision for identified students using both in school resources and working with external agencies. To promote a culture of Enjoyment, Respect and Achievement <p>(e) Staff Performance:</p> <ul style="list-style-type: none"> To lead, manage, and monitor the school performance management of staff policy and processes. To carry out the Performance Management Review of some staff, as required.
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	(f)	Other Duties: <ul style="list-style-type: none"> • To lead professional development sessions as required. • To lead, Middle Leader Team meetings. • To maintain the Academy Calendar. • To operate, lead and maintain the Academy yearly timetable. • To QA and maintain all educational internal Parents Evenings and events. • To attend and contribute to Governor meetings. • Any other duty reasonably requested by the Headteacher.
Responsible to:		Headteacher
Salary/Grade:		Competitive

City Academy Norwich is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any successful applicant will be required to undertake a Disclosure check by the Disclosure and Barring Service at an Enhanced level.