



Hall Park Academy

DEPUTY HEADTEACHER: CURRICULUM AND ACHIEVEMENT

Job Description

Location: Hall Park Academy, Mansfield Road, Eastwood, Nottinghamshire, NG16 3EA

Salary: Redhill Academy Trust Pay Scale, L19-L23

Hours of work: Full time

Responsible to: Headteacher

Post objective: In consultation with the Headteacher, lead and manage whole school curriculum and achievement to enable all students to enjoy and achieve, during their time at Hall Park Academy, and to prepare students for further education, life and work in a fast-changing and challenging world.

Job Purpose:

- In consultation with the Headteacher, lead and manage a whole school curriculum that enables all students to enjoy and achieve during their time at Hall Park Academy, and to prepare students for further education, life and work in a fast-changing and challenging world.
- Lead and coordinate strategies and activities to improve outcomes and progress for all students, and in the future, through oversight of achievement.
- Work with other members of the senior leadership team to formulate aims, objectives and strategic plans for the school's continued development and improvement and take the lead in maintaining and enhancing the values and ethos of Hall Park Academy.
- Promote the highest standards of student behaviour, attendance, punctuality, conduct and attitude at all times.
- As a member of the senior leadership team, act as a role model of professional conduct and presence with colleagues, students, parents and the wider community.

Main Duties and Responsibilities:

- Deputise for the Headteacher in their absence.
- Strategic leadership and development of a broad and balanced curriculum which meets the needs of all students in the school through:
 - meeting all statutory requirements
 - offering equal opportunities to all students; including those with special and additional needs and providing stretch and challenge for students of all abilities
 - fostering student enthusiasm for learning and recognising progress and achievement

- encouraging students to continue their learning outside of conventional lesson time; through further independent research /study and high quality extra-curricular activities
- Regularly review the curriculum and respond to recent developments and incorporate best practice.
- Strategic leadership of whole school timetabling.
- Strategic leadership of the options process for Year 9 and Sixth Form.
- Support with the effective deployment of resources to secure excellent outcomes for all students.
- Have a deep and accurate understanding of the school's effectiveness and strategies for improvement.
- Strategic leadership of whole-school initiatives to raise student achievement, including for disadvantaged students.
- Leadership of the academy's group to raise achievement of Year 11 students (Zorba 11).
- Strategic leadership of whole school target setting, including statutory procedures and targets for individuals and groups of students and staff throughout the school.
- Track and monitor student achievement across KS3 and KS4, reporting back to SLT and Middle Leaders on the progress of identified groups e.g. SEND, PP, HA etc *
- Overview of external and internal examinations.
- Overview of the teaching staff appraisal process.
- Lead on aspects of the School Improvement Plan as directed and provide evidence of impact.
- Leadership of the Head of Faculty group.
- In addition, to undertake whole school responsibility in specific areas as designated by the Headteacher.
- *Sixth Form is currently line managed by the Headteacher, but this may be subject to change.

Operational and Strategic Responsibilities:

- Line management of specific Heads of Faculty.
- Line management of a designated Head of House.
- Contribute to the effective day to day management of the school including organising and carrying out supervisory duties.
- Be a high-profile presence during the school day and at school events.
- Represent the school within the local and wider community as required.
- Contribute to student tracking systems and intervention plans and keep up-to-date student records as may be required.
- Inform appropriate staff regarding student concerns and make recommendations as to how these may be resolved.
- Communicate, as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.
- Make use of analysis and evaluate performance data provided by SISRA and other packages.

- Identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on actions taken.

Other responsibilities:

- Uphold and promote the values and the ethos of the school.
- Implement and uphold the policies, procedures and codes of practice of the school, including data protection, health & safety and safeguarding.
- Participate and engage with workplace learning and development opportunities, working to continually improve own performance and that of the school.
- Monitor and challenge professional standards within the school.
- Support the development of colleagues through monitoring, mentoring and coaching.
- Coordinate and participate in the interview process for teaching posts in relevant curriculum areas, when required and support effective induction of new staff in line with school procedures.
- Promote teamwork.
- Attend and participate in relevant meetings as appropriate.
- Undertake any other additional duties commensurate with the grade of the post as directed by the Head of School and/or their representative.