Job description: Head of VPA

Location	Oxford Spires Academy
Contract term	Permanent
Full time/term time	Full time
Pay range	MPS/UPS + TLR £8706.
Reporting to	Assistant Principal

Job purpose

To lead and manage the VPA Department to inspire students and raise their aspirations and achievements.

Key Duties

- Developing a vision of how, through VPA, we can raise the aspirations and achievement of students both within the academy and the wider community
- Developing and leading action plans to enable this vision to happen
- Leading the development of curriculum materials, including schemes of work, that meet the needs of all learners so they can succeed in and enjoy VPA.
- Promoting the opportunities your curriculum area brings to the academy, including developing enrichment opportunities such as after-school classes and trips and visits
- To be in charge of overseeing, organising, and delivering all schemes of work throughout the year and ensuring that they embrace the new Ofsted framework.
- Holding weekly meetings with key stakeholders
- Take an active role in our whole school instructional coaching model to support your department to constantly improve and develop their practice
- Developing a high performing team of teaching and support staff within your curriculum area that raises aspiration and achievement
- Modelling and encouraging effective team behaviours to support the above
- Evaluate the quality of learning and teaching within the curriculum area
- Arranging the timetable to ensure that teaching staff within VPA are best deployed to utilise their strengths
- Identifying and intervening in areas for development for teaching staff within the curriculum area and across the school and support the development of learning through use of departmental meetings, coaching and individual staff development plans
- Developing a culture of accountability within their team and across the school in regard to VPA skills to ensure that teachers have ownership of progress, achievement, and attainment of the students in their classes
- Leading accountability for student engagement and behaviour within the curriculum area, including the use of rewards and sanctions according to academy policy

- ·Ensuring effective assessment of learning is taking place within the curriculum area
- Maintain tracking systems for aspects of the curriculum area which inform academy assessment and data collection procedures
- Tracking and monitoring student performance within aspects of the curriculum area, including
  analysis of examination results from all key stages
- Identifying causes for concern and put in place appropriate intervention to raise achievement
- Developing and maintaining appropriate routes of communication with students, staff, and parents
- Ensuring that high quality, stimulating displays are maintained in classrooms and corridors within the curriculum area
- Maintaining current curriculum information on the academy website and VLE
- Driving remote education to ensure that home learning is an integral part of our approach to assessing student understanding, and teaching responsively

Other

- Be aware of and comply with policies and procedures relating to child protection, health, safety, security, and confidentiality, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Treat all users of the school with courtesy and consideration
- Present a positive personal image, contributing to a welcoming school environment which support equal opportunities for all
- Comply with health and safety policies and procedures at all times and undertake risk assessments as appropriate.
- Promote and ensure the health and safety of pupils, staff & visitor (in accordance with appropriate health & safety legislation) at all times.
- To show a record of excellent attendance and punctuality.
- To adhere to the Academy's Dress Code & Staff Code of Conduct.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.