


Job Description Post: 2nd Department

Purpose

To challenge educational and social disadvantage by working with the Head teacher and senior leadership team to lead a healthy academy in order to achieve the highest possible standards and prepare all our students to lead successful lives.

Duties and Responsibilities

- Live the mission and values every day.
- Act upon department priorities in collaboration with line management in order to build and lead a cohesive and highly effective team; complete all team appraisal and quality assurance in accordance with academy policy.
- Operational lead of curriculum development and Curriculum booklets
- Support with the Cycle review documentation including department data analysis and subsequent intervention planning.
- Support weekly team meetings.
- In accordance with schemes of work, plan, deliver and review lessons which are appropriate to the age and ability of the students so as to facilitate progression in students' learning.
- Ensure that teaching is broad, balanced, relevant, motivational and appropriately differentiated in order to maximise the academic potential of all students.
- Support the management of behaviour within the team: overseeing and completing all duties effectively.
- Ensure that assessment is both regular and thorough and that full records of assessment and intervention strategies are kept.
- Provide feedback that moves learning forward.
- Ensure that homework is set, where appropriate, and monitored.
- Manage own work load and that of others to allow an appropriate work / life balance.
- Support the Head of Department and maintain an effective quality assurance process.
- Support students throughout the day by fulfilling pastoral responsibilities.
- Engage fully in the academy appraisal process to fulfil personal potential and be able to participate effectively in the implementation of the academy's goals and improvement plan.

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- Attend and lead meetings / training and carry out administrative tasks and duties as specified on the academy calendar.
 - Consistently implement all academy policies.
 - Contribute to decision-making and consultation procedures.
 - Report any safeguarding concerns immediately to a Designated Safeguarding Lead.
 - Carry out any other reasonable duties as requested by the Headteacher.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.