

**THE HIGHCREST ACADEMY**

**JOB DESCRIPTION**

***SENIOR HEAD OF DEPARTMENT***

**This may be in addition to your existing Middle Management post.**

You will be accountable for supporting the Vice Principal (Curriculum) with the implementation of academy policies, plans, targets and practices; standards achieved by learners; and quality of learning.

You will be responsible to: Vice Principal (Curriculum)

**Main Duties and Responsibilities**

* To review our curriculum offer to ensure our offer is broad, balanced, rich and deep
* Analyse KS2 data and work with HODS to ensure our foundation curriculum is adapted to be suitably challenging for each new cohort
* Support the Vice Principal (Curriculum) in monitoring assessment, attainment and progress
* Identify gaps in learning across year groups and liaise with HODs to implement timely and appropriate interventions, targeting key underperforming groups
* To cover any vacant HOD positions in the short term, to provide consistency for whole school outcomes
* To mentor and support new HODs in their leadership development
* To liaise with examination boards when deciding course selection alongside the relevant subject HOD
* To assist SLT with deep dives
* To support HODs with Connect visits and the Quality Assurance process
* To work with HODs to identify training needs.

**Other**

* All staff are required to read and understand the current and future versions of Keeping Children Safe in Education, Part 1 and Appendix A along with the academy’s policies relating to Safeguarding and Child Protection, all of which are available electronically.
* The Academy has a clear process where every member of staff must report any concern they have about a child directly to the DSL Team. This process is outlined during induction, regularly at whole staff meetings and in weekly bulletins. Details of the DSL Team is displayed daily in reception. Any queries regarding any aspect of safeguarding must be made to a member of the DSL Team.
* All staff are required to read and understand the academy GDPR policy to ensure that all personal data collected about staff, pupils, parents, governors, visitors and other individuals is collected, stored and processed in accordance with the General Data Protection Regulation (GDPR) and the expected provisions of the Data Protection Act 2018 (DPA 2018) as set out in the Data Protection Bill.  This policy applies to all personal data, regardless of whether it is in paper or electronic format.
* The Postholder must be prepared to carry out additional duties, which may reasonably be required by the Principal. The duties of this post may vary from time to time, as required by the Principal, without changing their general character or level of responsibility.
* The Academy follows Safer Recruitment Guidelines and reserves the right to delay an applicant’s start date if any checks are outstanding. This includes an online DBS check and where necessary an overseas check.

**Postholder**

Signature: …………………………………………………..

Printed Name: …………………………………………………..

Date: …………………………………………………..

**Line Manager**

Signature: …………………………………………………..

Printed Name: …………………………………………………..

Date: …………………………………………………..