**Bede Academy**



**Assistant Head of Department**

Assistant Heads of Departments will be responsible to their Head of Department, SLT Link and then the Principal.

**You will assist in the leadership of the department by:**

* being a **visible** example of our **ethos,** **core values** and **leadership expectations** that we hold.
* ensuring decisions are driven by quality of provision and student progress data.
* **supporting the Head of Department in building a cohesive staff team** where the development of staff as teachers (both subject knowledge and quality of instruction) and leaders (career development and succession planning) is a core part of your practice.
* seeking opportunities to **collaborate with leaders/staff** across departments and with colleagues across the trust and beyond.

**Your will assist in the building of the curriculum that secures progress in line with the Academy aims by:**

* working with the Head of Department to ensure the curriculum contains a **clear progression** from our primary phase to KS5 and beyond and that that all staff can articulate what is taught, why it is taught at that point in the curriculum and what it will lead to next for the students.
* writing schemes of work that clearly define the substantive and disciplinary knowledge and vocabulary that students need to master.
* supporting the Head of Department in developing schemes of work **that support good teaching day in day out**. Be responsible for the quality of centrally shared/stored resources and unit plans that staff use to plan the most effective lessons.
* building meaningful **curriculum links to local industry as well as a wide range of enrichment opportunities** to engage all groups of students and build their cultural capital.
* **working with the Head of Department to assess the effectiveness of the curriculum and security of student learning** through timely robust assessment that informs feedback and further planning at a class and department level.

**You will assist in ensuring consistently good and outstanding teaching ‘day in day out’ across the department by:**

* working with the Head of Department to ensure that **schemes of work and lesson resources support consistently good teaching** and are regularly reviewed/improved through collaborative planning.
* supporting the Head of Department in leading **regular quality assurance** of effectiveness of teaching across the department, continually identifying examples of best practice to be disseminated and areas for improvement to be addressed through collaborative planning and support.

Any other duties as reasonably required by the Principal, including an appropriate amount of classroom teaching.

**Please note that this detail is indicative and can be amended, updated or replaced as felt appropriate at any time and in order to remain in line with any future legal requirements or expectations.**

**Bede Academy is committed to the safeguarding of children and all staff are expected to ensure that Bede Academy is a safe and secure environment for students.**