



Thomas Deacon Academy



Thomas Deacon Academy

Application Information Pack

Subject Leader for IT



Working together to transform lives through education



Principal's Welcome



Dear Applicant,

Thank you for your interest in working at Thomas Deacon Academy (TDA) and I hope that you will find this pack useful and informative in helping you to complete your application.

Thomas Deacon Academy is a genuinely special school with a talented team of staff committed to improving the life chances of their pupils.

Whilst TDA secured a good Ofsted grade in its last inspection, there is no room for complacency and we are committed to making further improvements to the overall quality of education for our pupils.

We believe our young people should leave us as citizens that are fully equipped with the character and qualifications to take their place in the world. We place great emphasis on ensuring they experience a broad and balanced curriculum, with a wide range of extra-curricular activities, opportunities for them to develop their 'character' and a strong pastoral system to support them with life's challenges.

Our students benefit from our outstanding facilities. These include our Norman Foster designed Academy building and purpose built Key Stage 2 Juniors building located in our 43-acre campus. Amongst other facilities we also incorporate an excellent Sixth Form Study Centre and expansive playing fields and sporting facilities

We are proud to be part of Thomas Deacon Education Trust which, like us, is dedicated to raising educational outcomes for all its students across its range of primary and secondary phase academies. As a member of staff here you will benefit from high quality professional development and support both from this school, and also directly from an exciting range of development and training opportunities our locally based trust allows us to share in. Sharing expertise with a variety of like-minded schools ensures we provide the best possible opportunities for our staff to grow and develop regardless of the point in their career they join us.

We think Thomas Deacon Academy is an exciting and vibrant place to be and we would warmly welcome visits from prospective candidates interested in being part of our team. I am delighted that you are interested in finding out more about our Academy and we look forward to seeing or hearing from you soon.

Warm regards,

Emily Gaunt | Principal



Job Description

Job Title	Subject Leader
Reports to	Head of Department
Salary/Grade	MPS / UPS
Date Last Evaluated	January 2026
Core Purpose	<p>To provide leadership and management for the department to secure the highest outcomes for all pupils through high standards of teaching, high standards of learning, achievement and character development for all, and effective use of academy resources.</p> <p>To deputise for the Head of Department.</p>

Key Responsibilities

Teaching, Curriculum, and Professional Development

- Undertake an appropriate programme of teaching and tutoring, at least meeting the expectations of the teaching standards or Upper Pay Scale.
- Be accountable for ensuring a sequenced curriculum (Y7-Y13) which offers high challenge and high support for learners and follows through from KS2 by working on aspects of this set out by the Head of Department.
- Be accountable for the outcomes of learners at all Key Stages by leading on the Raising Achievement strategy for the Subject.
- Support the Head of Department to ensure the curriculum is impactful through review and evaluation.
- Be responsible for monitoring and developing the quality of teaching for all staff in the subject, with a clear focus on quality assurance and professional development.
- In conjunction with the Head of Department plan, deliver and evaluate departmental CPD sessions that align with identified departmental QA pedagogy priorities.
- Be responsible for personal professional development through own Continuous Development, being a reflective and forwarding thinking leader.
- Keep up to date with and respond to national curriculum developments and best practice in subject teaching and learning methodology.



- Ensure the department is fully inclusive, incorporating and adapting practice to ensure the success of all learners.

Quality Assurance and Learner Achievement

- Support Quality Assurance in the Department with direction from the Head of Department.
- Regularly learning walk and observe all staff in the subject giving feedback to those involved and monitoring actions from this.
- Follow the Academy's Self Evaluation cycle reviewing the performance of the subject against the TDET Frameworks.
- Directly work with and support the Head of Department in the analysis of internal and external assessment data, completing the relevant paperwork and activities, including Results Analysis and Raising Achievement meetings.
- Ensure all processes and procedures are completed by the deadlines given for your subject.
- Ensure the impact of academic interventions is measured and evaluated to ensure value.

Planning, progress and policies

- Work, as directed by the Head of Department, to develop and review syllabuses, resources, schemes of work, assessment and teaching and learning strategies in the subject.
- Deputise in your subject for the day-to-day operational management including effective deployment of staff and physical resources.
- Implement all Academy policies and procedures across the subject with fidelity.
- Ensure all Health and Safety risk assessments for the subject are reviewed regularly.

Staffing

- Deputise in your subject for the day-to-day management of staff and act as a positive character role model.
- When appropriate work with the Cover Manager to arrange appropriate cover for classes when staff in the subject are absent, ensuring continuity and progression in learning.
- Promote teamwork and motivate staff to ensure effective working in line with our Character values.

Communications

- Ensure regular and effective communication mechanisms with all members of your subject.
- Ensure effective communication/consultation with parents.
- Liaise with partner schools, higher education, and industry, examination boards, awarding bodies and other relevant external bodies and partners.
- Represent the Department's views and interests.



- Contribute to the Academy communication and marketing activities, e.g. the collection of material for press releases and the Academy website/social media.
- Support the development of effective subject links, communication and networking within TDET, with other schools and the wider education community.

Management of Resources

- Deputise, as directed by the Head of Department, for management of the available resources of staff, finance, space and equipment efficiently within the Academy agreed limits, guidelines and procedures; including deploying the subject budget with probity.
- Support the Head of Department in order to ensure that the subject's teaching commitments are effectively and efficiently timetabled and roomed.

General Responsibilities

- Comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Create and maintain positive and supportive relationships with staff, parents, business, community and other stakeholders.
- Be aware of the School's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- To engage with appropriate training opportunities to promote professional effectiveness in this role.
- Participate in the ongoing development, implementation and monitoring of the Trust and Academy Improvement Plans.
- To treat all information acquired through employment, both formally and informally, in strict confidence.
- To be aware of the school's responsibilities under the General Data Protection regulations (GDPR) for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.
- Be aware of and comply with policies and procedures relating to child protection, reporting all concerns to the Designated Safeguarding Lead.
- Be aware of and comply with the codes of conduct, regulations and policies of the Trust and Academy and its commitment to equal opportunities.

The duties and responsibilities listed above describe the post as it is at present. It cannot be read as an exhaustive list of duties and may be altered at any time with Academy approval.



Note: Every job description in the organisation will be subject to a review either:

- On an annual basis at the time of the annual appraisal meeting, or
- As a result of a change in strategic direction, or
- As a result of a team/operational requirements, or

It is the shared responsibility of the post holder and their manager to ensure that the job description is kept up to date.



Person Specification

Attribute	Essential or Desirable	Assessment
Qualifications		
DCSF-recognised teaching qualification and Qualified Teacher Status (QTS)	E	A
Degree in relevant subject(s)	E	A
Child Protection and Safeguarding training	D	A
Knowledge & Understanding		
Knowledge of the subject(s) to be taught, at a level and breadth sufficient to challenge the most able students and achieve high outcomes throughout all key stages.	E	A/I
Knowledge of the National Curriculum and National Literacy and Numeracy Strategies for the appropriate Key Stage(s).	E	A/I
Knowledge of effective teaching and learning styles, including the theory and practice of providing effectively for the individual needs of all children.	E	A/I/R/L
Knowledge of the monitoring, assessment, recording and reporting of student progress.	E	A/I
Knowledge of the statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEN and Child Protection.	E	A
Knowledge of effective strategies for working with students with Special Educational Needs, including Gifted & Talented students.	D	A/I
Knowledge of recent, relevant curriculum developments in the subject area and their impact on teaching and learning.	D	A/I
Understanding of Help Children Achieve More agenda and its application in the school environment.	D	A
Skills & Abilities		
Promote a positive and inclusive Academy for all students.	E	A/I
Establish a purposeful learning environment where all pupils feel secure and confident.	E	A/I
Set high expectations for all students and demonstrate a commitment to raising educational achievement.	E	A/I/R
Plan and implement an effective teaching programme, including the assessment of all students, creating appropriate records.	E	A/I/R
Inspire and enthuse young people by creating high-quality learning opportunities and use effective strategies to monitor and promote student motivation and morale.	E	A/I



Effectively deliver a range of inclusive teaching and learning strategies to maximise progress and achievement and offer equality of access to the curriculum for all students.	E	A/I
Use ICT effectively as an integral part of teaching and learning.	E	A/I/L/R
Organise own work effectively to meet deadlines, including student assessment and provision of reports to parents, Head of Houses and other internal and external stakeholders.	E	A/I/R
Build effective relationships with colleagues and to be an active team member within the department.	E	A/I/R
Establish and develop good relationships with students, parents and external organisations	E	A/I/R
Manage difficult situations and deal with sensitive issues tactfully and diplomatically.	E	A/I
Adapt to change and the introduction of new working practices.	E	A/I
Develop strategies for creating links with the community and external organisations.	D	A

Experience

Delivering student-centred learning in chosen subject(s) at Key Stages 3 & 4.	E	A/I/L
Planning, designing and delivering schemes of work to national exam board/course specifications.	E	A/I
Teaching post-16 groups.	D	A/I/L
Delivering lessons using ICT and multi-media, including interactive SMARTboards.	D	I/L
Line managing a team.	D	A/I

Personal Commitment

Demonstrate and adhere to TDET and Academy's Core Values.	E	A/I
Commitment to equality and diversity in the workplace.	E	A
Adhere to GDPR guidelines and the Academy's internal procedures.	E	A
Adhere to the Academy's Safeguarding and Prevent policy and procedures.	E	A/I
Adhere to TDET's Health and Safety policy and procedures.	E	A

Assessment methods

A – Application I – Interview T – Task/Activity L – Lesson Observation
R – References



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