

Candidate pack

ACADEMY HEAD

Location: Deployed by Central Trust (full mobility)

Start date: By negotiation

Closing date: 8th December 2023

Interview date: w/c 11th December 2023

Qualifications: Qualified Teacher Status (Degree 2:1+ preferred)





Job Description

We are seeking an exceptional school leader for the role of Academy Head to provide support as and when required, for the schools throughout the Consortium Trust. This is an excellent opportunity to work in a supportive environment with a comprehensive package, including working in partnership with the Trust Central team. Applications are welcomed from experienced deputy/assistant heads or teaching heads seeking a more strategic role. We are looking to appoint an inspiring, nurturing, and dedicated practitioner who is enthusiastic about developing and delivering a high-quality, broad and balanced curriculum to our children, as well as playing an active role in Trust-wide initiatives.

Requirements in brief

We are looking for an Academy Head; an exemplary school leader who has:-

- has a developed, evidence-based, understanding of high-quality, effective teaching and learning practices
- is committed to ensuring all pupils, especially disadvantaged, make excellent progress
- is committed to ensuring all pupils, especially those with SEND, have access to high-quality teaching and learning
- has experience in designing and developing high-quality curricula
- has an excellent understanding of progression and expectations in primary education
- has high expectations of personal development, character and learning behaviours
- has the commitment and ability to inspire children, developing a love of life-long-learning
- can embrace change and challenge and is committed to collaborative working
- has excellent interpersonal, leadership and organisational skills and is able to lead, inspire and develop others
- has evidence of a successful track record in leadership and management





Job Purpose

- Under the direction of the CEO, take leadership responsibility and collaborate with Academy Heads at other sites to deliver and sustain educational excellence.
- The post holder must meet the expectations set out in the Teachers' Standards.
- Undertake overall responsibility as the designated senior member of staff 'in charge'
- Actively participate in formulating the aims, objectives of the school(s) and take a leading role in developing and implementing the policies through which they are to be achieved
- Have lead responsibility for a subject or aspect of the schools work and develop plans which identify clear targets and success criteria for its development and/or maintenance
- Lead and manage teaching and support staff and resources;
- Carry out the professional duties of an outstanding teacher as required;
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school(s)

Organisational Relationships

- Inspire trust and confidence in pupils and staff colleagues.
- Work with the colleagues to build team commitment.
- Work with the colleagues to improve the quality of pupils' learning, outcomes and opportunities.
- Lead the strategic/improvement plan and promote the priorities of the school.
- Lead the development and/or implementation for school policies.
- Use the Performance Management process to guide and support staff colleagues to advance pupil learning and enhance professional practice in line with the schools aspirations and priorities.
- To exemplify the professional duties of a Senior Leader, as laid down in the Teachers' Standards, noting the exceptions and additional expectations of a colleague on the Leadership Scale
- To be an exceptional class practitioner, modelling best practice including a commitment to the Trust's curriculum enrichment work.
- Help promote the wider aspirations of the school, partnership hub (where in place) and the ethos of the Trust as a whole.





Operational Management

- Oversee the day-to-day organisation and running of the school(s) including the deployment of staff as appropriate;
- Lead staff colleagues in effective management of pupil behaviour;
- Oversee SEND provision, including effective liaison with the Trust / partnership hub SENDCO.
- Develop and maintain mechanisms for effective parental contact and liaison.
- Maintain high standards of staff professional conduct and wellbeing.
- Ensure effective dissemination of information throughout the school(s).
- Actively engage with development of the Teaching School/TLA Panel/Trust.
- Take management responsibility for spending at the school(s) within agreed budgetary limits.
- Attend and actively participate in calendared Trust meetings.

Teaching and Learning

- Exemplify a consistently high standard of teaching and promote high expectations for all members of the school community
- Work with the CEO, the Education and Learning Team and other Academy Heads across the Trust to raise standards through staff performance management.
- Develop and review of all aspects of the curriculum including planning, recording and reporting, assessment for learning and the development of a creative and appropriate curriculum for all pupils;
- Implement agreed strategies for teaching and learning, ensuring that staff colleagues are fully informed, trained and supported.
- Lead the processes involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school(s), including lesson observations to ensure consistency and quality;
- Monitor learning in all curriculum areas and ensuring that recording of impact is consistently high across the school;
- Lead by example to promote the active involvement of pupils and staff in their own learning.





Leadership

- Lead and manage the teaching and support staff at the school(s),
- Lead by example to motivate and encourage commitment of staff, particularly when managing and implementing changes
- Implement programmes of professional development for all staff in accordance with the school improvement plan and agreed Performance Management objectives.
- Manage HR and other leadership processes as appropriate including sickness absence and first-line conduct.
- Ensure that high standards of behaviour, attendance and punctuality are maintained throughout the school(s) and are consistent with approaches taken across the partnership hub and Trust.

Communication and Partnership

- Work with the CEO, the Education and Learning Team and other Academy Heads across the Trust to develop and implement policies and practice which promote inclusion, equality and the school's extended services;
- Promote positive relationships and work with the other Academy Heads and all colleagues across the Trust to effectively share knowledge, best practice and resources
- Develop and maintain contact with all specialist support services as appropriate;
- Develop and maintain effective partnerships with parents and carers, pupils, the local communities and other key local stakeholders.
- Ensure that positive, helpful communication is maintained with parents at all time through newsletters, annual reports, parents' evenings, and other informal opportunities.
- Organise and lead regular calendared staff meetings.





Site and Premises Management

- Oversee Caretaking, Cleaning and Catering services on the school site(s);
- Liaise with the CEO, Trust Executive Leadership Team and contractors regarding working arrangements / access to the school site(s) for maintenance, repairs and other scheduled project work.
- Oversee site security arrangements and take action as necessary to ensure the safety and wellbeing of pupils, staff and visitors to the site(s);
- Undertake the role of site Health & Safety Officer, including fire safety.

Safeguarding

The Consortium Trust is committed to safeguarding and promoting the welfare of children and young persons at all times.

The Academy Head under the guidance of the CEO, will be responsible for promoting and safeguarding the welfare of all children at the school site, or with whom he/she comes into contact, in accordance with the schools' Safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

The Academy Head will undertake responsibility as the Designated Safeguarding Lead (DSL) who has lead responsibility for dealing with all safeguarding issues within the school(s) and, if necessary across the wider Trust.





General Skills

- Actively contribute to and promote the overall ethos / work aims of the School, the wider partnership hub and Trust.
- Participate in training and other learning activities and performance development as required. Including the opportunity to engage in Leadership Development programmes
- Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with parents / staff colleagues and all visitors to the school.
- Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the school's business at all times.
- Act as an ambassador for the Trust and school within the local community and beyond, ensuring that the ethos of the Trust is promoted and supported at all times.
- Undertake any other reasonable tasks and responsibilities as requested by the Academy Head and the Trust leadership team which fall within the scope of the post.

Members and Trust Board

Members



Sarah Conant
Sarah Sharlott
John Beckett
Damian Wraight

Trustees

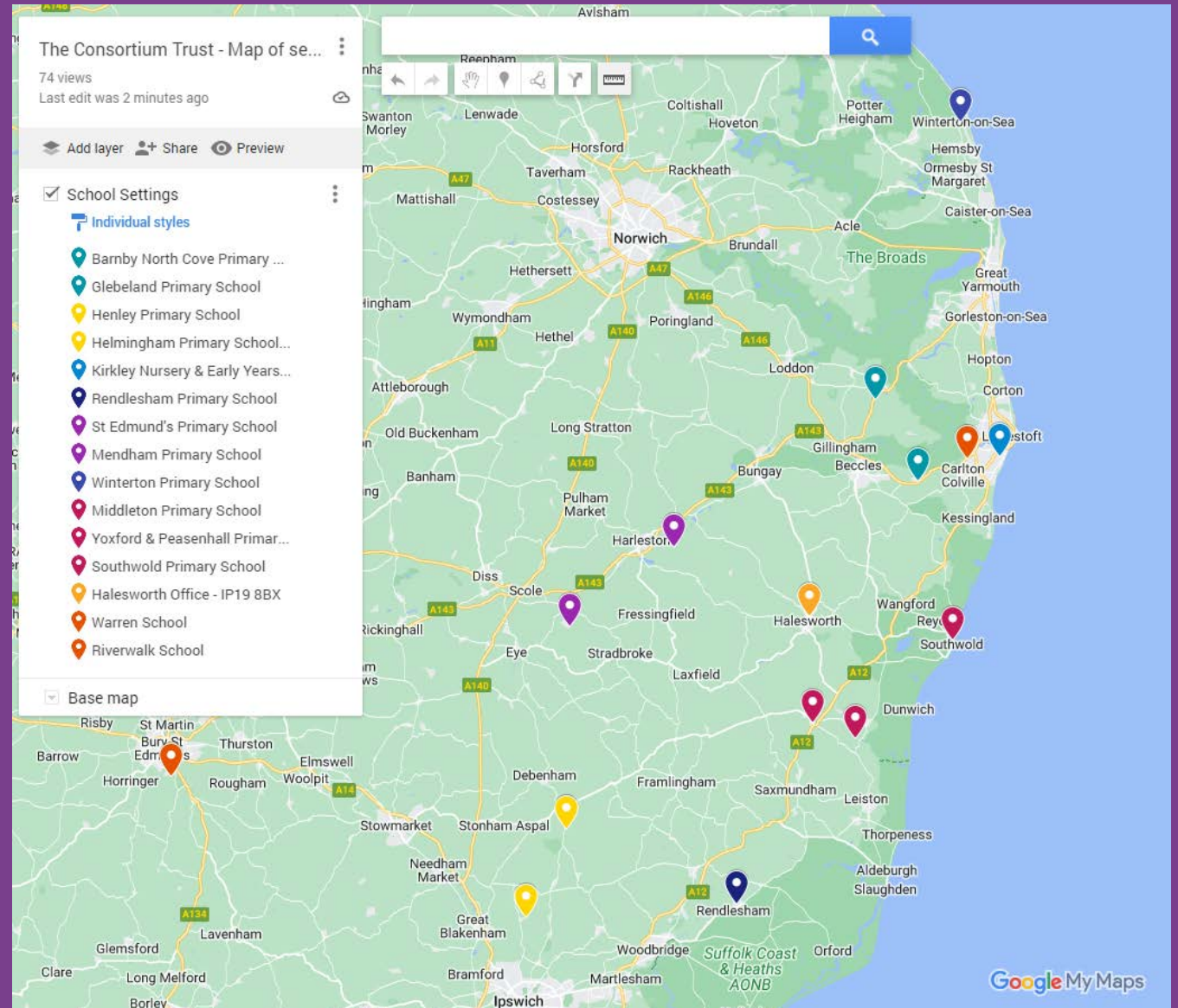


Dawn Carman-Jones - Chair of Trust Board
Martin Aylett
Sue Child
Yvonne Hunter
Rhys Jarvis
Steve Martin
Ian Piddington
Toby Slater-Robins

Where we are

Consortium Trust, 27 Norwich Road, Halesworth, IP19 8BX

www.consortiumtrust.org



Pay and conditions of employment

The Consortium Trust is a lifelong learning community. It recognises, will promote and expects sharing of best practice. All employees are expected to participate with this ethos and there may be opportunities where you will be expected to mentor, advise or share best practice with colleagues.

The Consortium Trust offers a salary for the Headteacher post on the Leadership Scale.

This will be determined within the school range L6-10. Your line manager will be the CEO.

What we offer:

- Comprehensive staff induction programme
- Full support and training from a wider team
- Wide range of staff benefits
- Extensive wellbeing support package
- Opportunity for career progression within the Trust
- Personalised performance management
- Bespoke training package

The Consortium Trust demonstrates and implements safeguarding protocols in all aspects of their working practices and is committed to safeguarding and promoting the welfare of children and young people. All successful applicants will be required to undertake an enhanced DBS check and this may include social media checks.

Please note the relevant professional standards should be read in conjunction with this document, including but not restricted to :

- Teachers' Standards
- SEN Code of Conduct

Consortium Trust schools and settings provide education for children between the ages of 6 months to 19 years old, many with complex additional needs and challenging behaviour. It is likely that there will be occasions where it will be necessary to adjust or amend a role to continue to provide the appropriate educational support for individual children. All job descriptions are subject to interpretation and alterations according to the setting and age, requirements and capabilities of the child.



For further information, please contact Tamsin Little, Director of Primary Education via phone 01986 835670 or email t.little@consortiumtrust.org