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**ACADEMY HEAD**

**Person Specification**

All candidates should demonstrate how well their qualifications and experience, personal qualities, skills, professional knowledge and understanding of safeguarding meet the requirements of the person specification.

**Qualifications & Experience**

Candidates should have:

* Qualified Teacher Status (QTS)
* Experience across the appropriate age range(s)
* Evidence of their experience in implementing strategies that have had significant impact in improving a school in challenging circumstances
* Evidence of recent senior leadership experience that has contributed to school self-evaluation and the development of whole school priorities
* A proven track record of leading whole school strategic improvement to improve pupil outcomes
* Evidence of recent, appropriate leadership development

**Personal Qualities**

Candidates should:

* Demonstrate a passion for teaching and learning
* Be innovative
* Communicate effectively and develop positive relationships
* Demonstrate excellent interpersonal skills
* Be decisive, consistent and focused on solutions
* Demonstrate the capacity to lead others, be reflective, resilient and adaptable
* Be able to motivate and inspire others
* Listen carefully and consider the views of others

**Skills**

Candidates should be able to:

* Formulate a vision for the academy and the Trust, securing commitment from others
* Analyse and interpret data accurately to inform academy improvement and to monitor pupil progress
* Engage leaders at all levels in systematic and rigorous monitoring and evaluation
* Effectively evaluate school performance and accurately identify priorities for improvement
* Work effectively with the Academy Council, enabling them to fulfil their roles and meet their responsibilities
* Work in collaboration with the Executive Team, other academies and external organisations to improve outcomes for all children
* Drive improvement and challenge underperformance
* Have excellent organisational skills, prioritising and managing time well under pressure, to meet deadlines

**Professional Knowledge & Understanding**

Candidates should:

* Be committed to securing equality of opportunity within the academy and across the MAT
* Have an understanding of national policy, curriculum and assessment developments and the statutory and legal framework within which a school operates, including the Ofsted Inspection Framework
* Have secure knowledge of what constitutes highly effective teaching and its impact on the outcomes of all pupils
* Maintain high standards of pupil behaviour and attitudes to learning
* Have experience of multiagency working to support vulnerable children and families, and to promote excellent attendance
* Have an understanding of effective financial management
* Demonstrate a commitment to the continuing professional development of all academy staff

**Safeguarding**

Candidates should have:

* Knowledge of national and local safeguarding guidance
* Experience of safeguarding and promoting the welfare of children and young people
* A commitment to work with relevant agencies to protect children and young people
* Knowledge of best practice and procedures in school for safeguarding children and young people

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**ACADEMY HEAD**

**Job Description**

Salary: KAT Leadership Scale

Reporting to: Executive Head Teacher

**Main purpose of the role**

To work in the academy to articulate and promote the educational vision and values of the Trust and be accountable for the direction, standards achieved and quality of teaching and learning within the academy in order to:

* Provide leadership and management which enables the academy to provide high quality education for all children, by promoting the highest possible standards in learning, achievement and well-being
* Secure the long-term success of the academy by maximising potential through the skills and resources available
* Motivate and work with others to create a shared culture and positive climate consistent with the agreed educational vision of the Trust

**Responsible for:**

* The everyday leadership and management of the academy to create success and continuous improvement
* Sharing the vision and values with all members of the academy community and securing their understanding and commitment to act on them effectively
* Modelling the vision and values in everyday work and practices
* The attainment and progress of pupils across the academy, including their safety, good attendance and behaviour
* Leading the academy staff on a day-to-day basis

**Key Accountabilities**

**1. Shaping the future**

In partnership with the Executive Head Teacher:

* Develop strategic plans to ensure the vision of the academy is in line with Trust’s overall plans
* Engage the whole academy community to translate the vision into clear agreed objectives and operational plans to promote academy improvement
* Develop an effective staffing structure across the academy
* Be a role model for the academy’s vision and values in everyday work and practice
* Motivate and work with others in the academy and across the Trust to create a shared learning culture and positive climate
* Create and develop an organisation in which staff recognise that they are accountable for the success of children across the Trust
* Maximise and deploy both human and financial resources and expertise to provide the highest quality of education for all of the children in the Trust
* Ensure whole Trust policies, strategies and improvement plans are implemented across the academy

**2. Leading Learning & Teaching in the academy**

In partnership with the Executive Head Teacher, lead a learning community by:

* Focusing on improving learning and teaching across the academy
* Demonstrating the principles and practices of effective learning and teaching
* Using data and benchmarking to secure continuous improvement focused on children’s achievement and progress
* Promoting a culture and ethos of challenge and support where children can achieve success and become engaged in own learning
* Establishing creative, responsive and effective approaches to learning and teaching
* Using knowledge of the strengths within the academy and across the Trust to improve others
* Implementing strategies which secure high standards in behaviour and attendance
* Demonstrating and set high expectations for all in the academy
* Ensuring all improvement plans have a continuous focus on pupil achievement and progress
* Monitoring, evaluating and reviewing academy practices and promote improvement strategies
* Implementing an effective assessment framework
* Challenging under performance at all levels
* Developing new and emerging technologies to enhance and extend learning experiences

**3. Developing self & others**

In partnership with the Executive Head Teacher, develop relationships with the whole academy community by:

* Building and developing a professional learning community, providing opportunities for everyone to achieve their full potential
* Maintaining effective strategies and procedures for staff induction and performance management in line with Trust expectations
* Acknowledging the responsibilities and celebrating the achievements of individuals and teams
* Giving and accepting support from colleagues
* Motivating others to create a shared learning culture and positive climate
* Demonstrating and modelling the vision and values in everyday work and practices
* Encouraging academy staff to develop themselves
* Promote and maintain a culture of high expectations for self and others
* Managing own and others work load to ensure an appropriate work/life balance
* Promote and maintain a culture of high expectations for self and others

**4. Managing the academy**

In partnership with the Executive Head to:

* Be responsible for the day-to-day running of the academy
* Develop evidence based improvement plans and policies for the academy in line with the Trust
* Comply with the financial, health and safety, HR and other processes and procedures of the Trust
* Recruit, retain and deploy staff appropriately in the academy and manage their workload appropriately
* Implement successful performance management processes with all staff in the academy
* Manage and organise the academy’s environment efficiently and effectively to ensure that it meets the needs of the curriculum, health and safety regulations and reflects the academy’s fully inclusive ethos
* Ensure the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all children and provide value for money
* Ensure Trust policies, strategies and improvement plans are implemented across the academy
* Ensure that safeguarding and the welfare of children is paramount in the academy

**5. Strengthening the Community**

In partnership with the Executive Head Teacher develop the vision for the academy by:

* Ensuring the effective strategies, systems and support are in place to ensure the safeguarding of children and co-operate and work with relevant agencies for protecting children
* Being the main advocate for the academy and the Trust
* Building a culture which takes into account the richness and diversity of the communities served by the academy
* Implementing positive strategies for promoting equality
* Ensuring that the learning experiences of children are linked to community-based learning
* Creating and maintaining an effective partnership with families to support pupils’ achievement and personal development
* Working closely with the family of academies within the Trust
* Building partnerships with all stakeholders and the wider community

**6. Securing accountability**

* Report regularly to Executive Head Teacher as required
* Report regularly to Academy Council as required
* To attend meetings as required
* To cooperate and work with relevant agencies to protect children
* To work with other leaders across the Trust to develop staff and children in all academies