

Executive/Academy Head Job Description

Post:	Executive/Academy Head
Reporting to:	Academy Trust School Improvement Lead or CEO
Responsible for:	Teaching and Non-teaching Staff
Salary:	Leadership 1-6 for Academy Head role Leadership 10-15 for Executive Academy Head role
Base:	The Executive/Academy Head will be based at School/s but is required to work at any academy/ies where Link Academy Trust business is conducted that is within reasonable distance of the academy base.

General Description

The Academy Head is responsible for leading and managing the daily operation of an individual Primary Academy including the supervision of all pupils and staff, and the Trust's premises. An Executive Academy Head is responsible for leading and managing the daily operation of two or more Primary Academies including supervision and premises as above. They provide the day-to-day direction and leadership that represents a consistent and effective model of integrity, excellence, collaboration and accountability. The Executive/Academy Head will work alongside the Trust's Senior Leadership team, who will provide strategic leadership and hold overall accountability for direction, standards achieved, quality of learning and financial management.

Key Accountabilities

Leadership of the Trust

The Executive/Academy Head will play an important part in supporting the Trust's Senior Leadership Team. In this role, they will contribute to the development of the Trust's strategic plan to safeguard the future of primary education for its existing communities as well as create a strong platform for new academies to join the Trust. The Executive/Academy Head's role will be to promote and implement the Strategic Plan, once adopted, engaging all members of staff in translating the Plan's vision, aspirations and targets into agreed academy-based objectives and operational plans, being responsible for their effective impact.

Leading and managing the academy/ies

The Executive/Academy Head is responsible for the efficient operation of the academy/ies on a day-to-day basis, ensuring effective organisation and Leadership of the academy/ies and, using a range of technologies, seeking ways to improve structures and functions through evidence-based evaluation. This responsibility relates to teaching and learning, all events, the day-to-day management of staff, school premises and facilities.

The Executive/Academy Head will:

- Be accountable for daily acts of collective worship and provide for the intellectual, spiritual, moral, cultural, physical, social and emotional wellbeing of pupils and, for the Trust's Church Schools, actively support the Christian ethos of the academy/ies in relationships with children, colleagues and parents, both in class and around the academy/ies
- create a culture and ethos of challenge and support where all pupils achieve success, become independent learners and engaged in their own learning
- develop and maintain an organisation in which all staff recognise that they are accountable for the success of the academy/ies, leading by example and ensuring the active involvement of pupils and staff in their own learning

Teaching and Learning

The Executive/Academy Head will:

- lead the curriculum planning process, designed and intended to assure the academy's/ies' ability to provide a sound, relevant and innovative educational experience for all pupils, consistent with the Trust's agreed objectives.
- implement a continuous and consistent focus on pupils' achievement, using data and benchmarks to monitor progress and enable them to achieve excellence. This will include the establishment of

creative, responsive and effective approaches to learning and teaching through the leadership of Continual Professional Development and Trust-wide School Improvement Plans.

- lead the monitoring, evaluation and review of the academy's/ies' practice robustly and promote improvement strategies, including lesson observations, book scrutiny and data analysis to achieve consistent, high quality teaching and learning.
- address under-performance at all levels through the timely and practical implementation of effective strategies
- manage the academy's/ies' policies on standards of behaviour, attendance and punctuality
- ensure a range of community-based learning experiences
- develop and oversee all extra-curricular activities to achieve a varied offer for extended provision in the academy/ies

Professional environment

The Executive/Academy Head will:

- ensure every child has access to high quality teaching and learning in a safe and stimulating environment
- ensure compliance with the Trust's policies and practices, identifying any recommendations for change to the Board of Trustees via the Chief Executive Officer
- build a school culture that takes account of the richness and diversity of the academy's community and combats all prejudices
- manage and organise accommodation efficiently and effectively to ensure that all academy buildings meet the needs of the curriculum and comply with health and safety regulations.
- demonstrate the highest standards of good governance through effective operational and line management, productive meetings, the proper recognition of any conflicts of interest and compliance with the Seven Principles of Public Life (Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership).

Staffing and developing self and others

The Executive/Academy Head will:

- participate in the recruitment process for new and promoted posts
- ensure the implementation of effective strategies and procedures for staff induction, professional and other development and performance review in order to secure outstanding practice across the Link Academy Trust in an environment where staff are motivated and feel able to contribute to the Trust's overall success
- promote and maintain by example a culture of high expectations, through a challenging review of own practice, the setting of personal targets, taking responsibility for own development, seeking advice and support from colleagues, managers and other agencies
- lead the performance management process for all staff, so that colleagues attain the highest standards and are able to equip themselves for future career progression

Accountability

The Executive/Academy Head will:

- work within the Trust's Finance Policy to manage the Trust's staffing and financial resources effectively and efficiently to achieve the individual academy's/ies' educational goals and priorities;
- contribute to staff deployment planning within their own school but also taking account of the Trust's wider requirements
- take responsibility for the prudent management of funds delegated to the academy/ies, safeguarding value for money (efficiency, effectiveness and economy)
- keep the Trust Senior Leadership Team, the Chief Executive, the Local Governing Board and the Board of Trustees, as appropriate, fully informed of any critical need, if it affects the smooth operation of the academy/ies and the educational experience of the pupils
- ensure that risk assessments are conducted for both regular and exceptional activities which occur on or off Trust controlled premises in accordance with the Trust's policies.

Community Partnership

The Executive/Academy Head will:

- develop effective relationships and communications with parents and the local community which underpin a professional learning community that enables everyone in the academy/ies to achieve in order to extend the curriculum, enhance teaching and broaden learning activities
- monitor, support and guide the activities of the Parent/Friends Association and other parent volunteer groups designed to escalate parent support in identifying and supplementing the needs of the academy/ies, including approving all fundraising activities
- collaborate with other agencies to ensure pupil and community needs are met
- collaborate with other academies within and beyond the Trust, sharing best practice
- Use the Trust-wide vision and ethos to promote community cohesion and the Link Academy Trust framework to promote extended services and work with other parties

Communication, Promotion and Marketing

The Executive/Academy Head will:

- disseminate relevant information to stakeholders through a variety of strategies, including individual and collective communications with pupils, parents, via newsletters, reports, the local Governing Board and the academy's/ies' websites
- promote the Link Academy Trust's vision, values and ethos to pupils, staff, parents, governors and the wider local community
- play a key role in motivating all stakeholders to create a shared learning culture and positive learning environment both within the academies, across the Trust and the communities they serve
- participate in the Trust's recruitment strategy to increase pupils within/above the Pupil Admission Number (PAN)
- provide regular reports on progress and significant events/achievements to the Chief Executive Officer or Trust Business Manager for the information of the Local Board and the Board of Trustees
- create and develop effective relationships with stakeholders (staff, parents, pupils and governors)
- promote the academy/ies as centres of excellence for education and families in the local community and beyond
- promote and engage with the Inclusion Hub based at Bearnese School for the benefit of pupils

Statutory Requirements

The Executive/Academy Head will ensure that all responsibilities under the Data Protection legislation for the security, accuracy and significance of personal data held on paper or electronic systems are complied with, including the timely disposal of data.

The Executive/Academy Head will be expected to liaise closely with the appointed Designated Safeguarding Lead in the academy/ies and will ensure compliance with the Trust's arrangements for safeguarding and promoting the welfare of children, following the child protection procedures adopted by the Trust.

The Executive/Academy Head will be responsible for regular site inspections to identify any issues which could pose a risk to pupils, staff or other users of academy/ies premises and ensure these are reported in accordance with the Trust's Health and Safety policies and the Health and Safety at Work Act 1974 in all premises and sites controlled by the Trust.

In addition the Executive/Academy Head will perform and direct all other duties, commensurate with their role, that may be assigned by the Link Academy Trust Senior Leadership Team, including the Trustees, Chief Executive Officer, and Trust Business Manager.

Date approved: Remuneration Committee: 20 November 2017

Date approved: Board of Trustees: 11 December 2017

Executive/Academy Heads will be expected to meet the National Standards of Excellence for Headteachers 2015