



Star

STAR ACADEMIES

Nurturing Today's Young People, Inspiring Tomorrow's Leaders

APPROPRIATE BODY LEAD ASSOCIATE

JOB DESCRIPTION

JOB PURPOSE

Provide Appropriate Body for Star's Teaching School Hubs (TSH) across the North West, Midlands, London and South (dependent on regionality of Lead Associate). Deliver the service as part the TSH offer ensuring ECTs receive the best possible induction that meets statutory guidance and supports ECT development. Improve the retention of Early Career Teachers.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

1 Strategic Responsibilities

- 1.1 Work with the Teaching School Hub AB Lead to implement the annual strategic plan linked to specified KPIs that achieves year on year improvement across the TSHs.
- 1.2 Model expectations and work intelligently to build a process of quality induction assessment across all schools.
- 1.3 Ensure the Appropriate Body meets its statutory and regulatory requirements.
- 1.4 Ensure positive engagement with all ECTs, induction tutors, headteachers and other stakeholders by providing and maintaining an excellent quality of service.
- 1.5 Liaise with external partners and stakeholders as necessary.
- 1.6 Ensure effective transition for schools between Appropriate Body when required.

2 Title Operational Duties

- 2.1 Liaise with, and support the work of Star's Teaching School Hub Appropriate Body Lead to ensure an effective Appropriate Body Service including:
 - 2.1.1 Check ECTs are receiving statutory entitlements, and that schools are taking statutory guidance into account.
 - 2.1.2 Ensure schools are supported to provide ECTs with an ECF-based induction including undertaking ECF fidelity checks.
 - 2.1.3 Provide advice and guidance to schools on the induction process.
 - 2.1.4 Provide advice and guidance to schools to support ECTs not on track to successfully complete their induction.
 - 2.1.5 Review progress reviews and formal assessments of ECT progress towards meeting the Teachers' Standards.

3 Relationships and Partnerships

- 3.1 Establish and maintain effective working relationships with all stakeholders engaged with Star's AB services.
- 3.2 Work effectively as part of the TSH's AB team.

4 Quality Assurance and Reporting

- 4.1 Engage with professional development as and when required to ensure up to date knowledge and practice can be delivered by AB.
- 4.2 Support formal and informal quality assurance mechanisms and responses so that provision continuously improves.
- 4.3 Defer all decisions regarding ECT progress to AB Lead.
- 4.4 Provide detailed reports and feedback on ECT progress in a timely manner.
- 4.5 Engage with Star's processes and procedure as per Lead Associate handbook and as directed by AB Lead.
- 4.6 Use Star's forms and templates when engaged in AB Lead Associate activities.

5 Represent Star

- 5.1 Lead, model and promote an ethos of aspiration and achievement for all children, young people, teachers, and leaders across the TSH.
- 5.2 Create a positive culture of challenge, support, high expectations and self-accountability in order to raise standards and improve the quality of teaching and leadership.
- 5.3 Demonstrate commitment to and promote the DfE's Golden Thread as a key to recruitment, retention and improved outcomes for young people.
- 5.4 Represent whole-heartedly the aspirations and commitments of Star and the DfE in the context of 'the Golden Thread' and the expectations of Teaching School Hubs.

6 Other responsibilities

- 6.1 Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.
- 6.2 Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.
- 6.3 Contribute to the wider life of the Trust and the Star community.
- 6.4 Carry out any such duties as may be reasonably required by the Trust.

7 Records management

- 7.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

This appointment is with Star Academies. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract'.



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PERSON SPECIFICATION

		Assessed by:		
No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
QUALIFICATIONS				
1.	Graduate with Qualified Teacher Status.	E	✓	
2.	NPQH.	E	✓	
3.	Evidence of Continued Professional Development.	E	✓	
4.	Masters level qualification.	D	✓	
EXPERIENCE				
5.	A proven track record of school senior leadership.	D	✓	✓
6.	Track record of outstanding learning and teaching practice within a wide range of school settings.	E	✓	✓
7.	Successful and sustained delivery of outstanding achievement.	E	✓	✓
8.	Developing and leading the implementation of strategies to sustain whole system improvement.	E	✓	✓
9.	Developing and implementing whole-school intervention strategies to sustain and enhance outstanding attainment.	E	✓	✓
10.	Partnership working and collaboration within a MAT or local authority context.	E	✓	✓
11.	Experience of professionally developing teachers or school leaders to ensure effective learning experiences.	E	✓	✓
12.	Experience of designing training, monitoring, evaluation and reporting systems capable of bringing about outstanding outcomes for children and young people.	E	✓	✓

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
13.	Experience of Appropriate Body Services and Initial Teacher Training.	D	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
14.	Up to date knowledge in subjects, national policy, pedagogy, curriculum, classroom management strategies, inspection findings and statutory requirements.	E	✓	✓
15.	Knowledge of school leadership evidence-based practice.	E	✓	✓
16.	Outstanding communication skills to nurture effective relationships and understanding across a range of internal and external organisations.	E	✓	✓
17.	Outstanding organisational and interpersonal skills.	E	✓	✓
18.	Ability to effectively prioritise and manage conflicting demands under pressure.	E	✓	✓
19.	Knowledge of school leadership evidence-based practice.	E	✓	✓
20.	A proven ability to generate and deliver a collective vision and shared purpose.	E	✓	✓
21.	A proven ability to develop, communicate and successfully implement strategies.	E	✓	✓
22.	The ability to analyse and use performance and tracking data to drive improvements in pupil outcomes through support and challenge.	E	✓	✓
23.	Coaching and mentoring skills.	E	✓	✓
24.	Well-developed interpersonal and communication skills and emotional intelligence.	E	✓	✓
25.	Excellent report writing skills.	E	✓	✓
26.	Being available and approachable to staff at all levels with varied knowledge.	E	✓	✓
27.	Ability to maintain productive and positive relationships with stakeholders at all levels.	E	✓	✓

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
28.	Highest levels of integrity and probity and a commitment to highest levels of effort, endeavour and focus on standards.	E	✓	✓
29.	Strong IT skills including the ability to use MS Office software packages such as Word, Excel and Outlook.	E	✓	✓
PERSONAL QUALITIES				
30.	A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.	E	✓	✓
31.	A strong commitment to the Trust value of 'Service'.	E	✓	✓
32.	A strong commitment to the Trust value of 'Teamwork'.	E	✓	✓
33.	A strong commitment to the Trust value of 'Ambition'.	E	✓	✓
34.	A strong commitment to the Trust value of 'Respect'.	E	✓	✓
35.	Commitment to support Star Academies' agenda for safeguarding and equality and diversity.	E	✓	✓
36.	Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment.	E	✓	✓