

<b>Salary:</b>	Leadership Pay Scale L8-L12
<b>Responsible to:</b>	Senior Assistant Headteacher (Head of Primary Studies)
<b>Date of Job Description:</b>	January 2023

### Purpose of the Role:

***Whilst this role has a particular focus on the primary phase, as an all-through school the post holder will work across primary and secondary initiatives to deliver whole school improvement.***

- Work closely as part of the Senior Leadership Team with the specific purpose of continuing to raise standards across the academy and enable strong progress and attainment outcomes for students. Thereby, ensuring a high quality education for all students.
- To support the Senior Assistant Headteacher (Head of Primary Studies) in ensuring the key elements of progress and achievement, quality of education, behaviour and safety and leadership are all of a very high standard particularly within primary year groups.
- Strategic and operational leadership of the quality of education, leadership and management, behaviour and personal development including teacher development and student outcomes across the academy but with a particular focus on years Nursery to 6.

### Main Duties

***As part of the SLT; play a strategic role across the all-through school but with a particular focus on years Nursery to 6 in:***

- Formulating the aims, objectives of the schools and establishing the policies through which they are to be achieved.
- In partnership with the Headteacher, Senior Leadership Team and governors establish and implement an ambitious vision and ethos for the future of the school
- To take a lead role in the development and subsequent implementation of the evaluation and academy improvement plan; including taking overall all-through strategic leadership and accountability for identified areas.

- Promote a culture of inclusion within the school community where all views are valued and taken into account.
- Deputise for the Senior Assistant Headteacher (Head of Primary Studies).
- Ensuring safeguarding of children and young people within the school and developing their wellbeing.
- To undertake the effective management of staff, holding them to account and in accordance with HR Policies and Procedures.
- To ensure the effective deployment of staff in response to strategic and operational requirements, planning for change where appropriate.
- To ensure good management practices, enabling positive staff participation and engagement, effective communication and working to embed the Team FCAT Work and Wellbeing Charter within the Academy.
- To enable the effective professional development of staff to support improved performance and the achievement of outcomes.
- To manage resources in accordance with Finance Policies and Procedures
- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community.
- Contribute to the development, implementation, monitoring and evaluation of an effective whole-school policy for meeting the needs of all specific learner groups.
- With the Senior Leadership Team, contribute to the processes involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school to ensure consistency and quality.
- To ensure that assessment is used effectively across the academy but particularly within Years N to 6 and helps pupils to embed knowledge and assists teachers in producing clear next steps for pupils.
- Developing strategies to foster positive relationships with our children and their families.
- Developing strategies to bring about a closer involvement of parents/carers in their children's learning
- Develop and maintain strong and effective relationships with all staff and external agencies.
- To advise and assist the Governing Body as required in the exercising of its functions including attending meetings and making reports.

**General Duties:**

- To act in accordance with FCAT's policies and procedures.
- To act as a role model and work in accordance with the Trust values: pride, ambition, respect, resilience, integrity and excellence.
- To encourage and promote non-discriminatory behaviour and ensure equality and diversity is sustained within FCAT and our academies.

- To ensure compliance with the General Data Protection Regulations and maintain confidentiality in your working practices each day. To ensure compliance with FCAT's Health and Safety Policy at all times.
- To adhere to FCAT's Safeguarding policy and procedures to ensure that the duty of care for all staff, including yourself to protect children and young people is maintained.
- Any other tasks and responsibilities reasonably appropriate to this post and grade.
- To attend mandatory training and participate in performance development as required.
- To work in support of the Team FCAT Work and Wellbeing Charter.