

<b>Salary:</b>	Leadership Scale L18-L22
<b>Responsible to:</b>	Headteacher
<b>Date of Job Description:</b>	September 2024

### Purpose of the Role:

- To deputise for the Headteacher
- To support the Headteacher in determining and delivering the strategic vision of the school through self-evaluation
- Overview of full AIP
- Academy improvement plan - accountable for the delivery of multiple areas

### Main Tasks and Responsibilities

#### **Role Specific Responsibilities:**

- School QA & Self Evaluation; Secondary Phases; working closely with the head teacher and the rest of the senior leadership team on ensuring accurate, evidence-based whole school self evaluation. with specific responsibility for the planning and improvement of curriculum and standards across the academy. (Quality of Education).
- Responsible for leading the management of school operations within the secondary (e.g complaints, staff duties, options, open evening, school events and communication, site development, supporting suspension/perm ex processes, supporting budget planning, Evolve)
- To lead on all-through curriculum development in liaison with the DHT Primary Studies
- To strategically manage the creation, implementation and monitoring of responsive intervention programmes in liaison with relevant SLT and curriculum leads.
- To lead the whole school strategy to improve numeracy across all phases.

- To lead on the creation of the timetable and all associated processes, ensuring that it meets the needs of all pupils.
- To be the strategic lead of the Academy's internal AP program and external program and to quality assure both provisions.
- To lead, manage and hold to account individuals as outlined in the academy's line management structure.

### **School vision and culture**

- Working with the Headteacher to set the vision of the school.
- To identify the actions required to achieve the vision and lead on the implementation in a way that ensures colleagues are engaged and their accountabilities are clear.
- To support the Headteacher to achieve a school culture that embodies the values of the school community and our trust.
- To support the Headteacher with working within the Local Governing Body.

### **Quality of Education**

- To continue to evaluate and develop the most effective strategies towards teaching and learning and curriculum development.
- To have a pivotal role in insuring and assuring the quality of education throughout the school.
- To model in their own practice the very best standards in teaching and learning

### **Leadership, managing and developing people and resources**

- To self-reflect and evaluate the impact on others using an evidence-based approach, ensuring colleagues are led and managed effectively and appropriately.
- To promote and practise the key behaviours necessary for successful collaboration (through Arbinger Outward Mindset principles).
- To support colleagues' professional and personal development through effective and appropriate constructive feedback.
- To provide strong visible leadership and be a role model (for all stakeholders) who leads in inspiring a supportive environment which encourages accountability, collaboration and continuous development of all staff.
- To lead on promoting and enabling others to follow Team FCAT's Work and Wellbeing Charter.

- To be responsible for managing specific areas of the budget in line with FCAT Financial regulations.
- To ensure continuous improvement through scoping educational developments and initiatives, both locally and nationally.

### **SEND**

- To ensure the school is highly ambitious for all aspects of education for pupils with additional needs and that any barriers are supported to be addressed.

### **Safeguarding and inclusion**

- To lead and promote a strong culture of safeguarding and inclusion.
- Supporting colleagues with the implementation of systems and processes to support the safeguarding of pupils.
- Monitoring the quality of safeguarding provision for pupils.

### **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: 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.