JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Head of Academy	**Grade:** Leadership range
Job Family: Teaching	

Overall Purpose of Job:

As a Head of Academy, you will be responsible for all aspects of the internal organisation, professional leadership, management, and control of the academy and for leading supervision over teaching and support staff.

Main Responsibilities:

A. STRATEGIC DIRECTION AND DEVELOPMENT OF THE ACADEMY

Working with the Executive Principal and the Academy Advisory Body (AAB), you will develop a strategic view for the academy in its community, analyse and plan for the future needs and further develop the academy within the local, national, and international context. You will:

1. formulate overall aims and objectives for the academy and policies for their implementation
2. lead by example, provide inspiration, motivation and embodiment for the pupils, AAB members, and parents of the vision, purpose, and leadership of the academy
3. create with the Executive Principal an ethos and provide educational vision and direction which secures effective teaching, successful learning and achievement by pupils and sustained improvement in their spiritual, moral, cultural, mental, and physical development, and prepare them for the opportunities, responsibilities, and experiences of adult life
4. secure the commitment of parents and the wider community to the vision and direction of the academy
5. create and implement, with the Executive Principal, a strategic plan underpinned by sound financial planning, which identifies priorities and targets for ensuring that pupils achieve high standards and make progress, increasing teachers' effectiveness and securing academy improvement
6. ensure that all those involved in the academy are committed to its aims, motivated to achieve them and involved in meeting long, medium- and short-term objectives and targets which secure the educational success of the academy
7. ensure management of finances, organisation and administration of the academy, to support its vision and aims
8. ensure that policies and practices take account of national, local and academy data, and inspection and research findings
9. monitor, evaluate and review the effects of policies, priorities, and targets of the academy in practice and take action if necessary
10. ensure a commitment to safeguarding and promoting the welfare of children and young people

B. TEACHING AND LEARNING

You will work with the Executive Principal and AAB to secure and sustain effective teaching and learning throughout the academy and monitor and evaluate the quality of teaching and standards of pupils' achievement, using benchmarks and setting targets for improvement. You will:

11. create and maintain, with the Executive Principal, an environment and a code of behaviour and conduct which promotes and secures good teaching, effective learning, high standards of achievement, good behaviour, and discipline, enabling teachers to meet the standards set out in the professional development framework
12. determine, organise and implement the curriculum and its assessment, and monitor and evaluate them in order to identify and act on areas for improvement
13. ensure that effective, appropriate pastoral support is available to pupils
14. ensure that pupils develop skills in order to learn more effectively and with increasing independence
15. monitor and evaluate the quality of teaching and standards of learning and achievement of all pupils, including those with special educational or linguistic needs, in order to set and meet challenging, realistic targets for improvement; to ensure proper standards of professional performance are established and maintained
16. ensure that the academy complies with the statutory requirements that promote equal opportunities for all
17. develop effective links with the community, including business and industry, to extend the curriculum and enhance teaching and learning
18. create and maintain with the Executive Principal an effective partnership with parents to support and improve pupils' achievement and personal development

C. LEADING AND MANAGING STAFF

You will lead, motivate, support, challenge and develop staff to secure improvement. You will:

19. maximise the contribution of staff to improve the quality of education provided and standards achieved and ensure that constructive working relationships are formed between staff and pupils
20. plan, allocate, support, and evaluate work undertaken by groups, teams, and individuals, ensuring clear delegation of tasks and devolution of responsibilities in a manner consistent with their conditions of service, ensuring a reasonable balance for each teacher and other members of staff, in work carried out in school and work carried out elsewhere
21. participate, as appropriate, having regard for other duties, in the teaching of pupils at the academy
22. consider, alongside the Executive Principal, the extent to which the Head of Academy's duties may be delegated to any Assistant Principal
23. arrange, alongside the Executive Principal, for an Assistant Principal or other suitable person to assume responsibility for the discharge of the Head of Academy's functions at any time when you are absent from the academy
24. ensure that communication channels exist in academy enabling all staff to receive information they need in order to carry out their professional duties effectively
25. motivate and enable all staff in school to carry out their respective roles to the highest standard, through high quality continuing professional development based on assessment of needs
26. sustain your own motivation and that of other staff
27. implement and sustain effective systems for the management of staff performance, incorporating appraisal and targets for teachers, including targets relating to pupils' achievement
28. participate in arrangements for Teachers' performance management
29. ensure that Trainee and Early Career Teachers are appropriately trained, monitored, supported, and assessed in relation to the standards for Qualified Teacher Status, the Career Entry Profile, and standards for induction
30. ensure that professional duties and conditions of employment as set out in the School Teachers' Pay and Conditions document are fulfilled

D. EFFICIENT AND EFFECTIVE DEPLOYMENT OF STAFF AND RESOURCES

You will deploy people and resources efficiently and effectively to meet specific objectives in line with the academy's strategic plan and financial context. You will:

31. work with the Executive Principal, AAB members, and senior colleagues to recruit staff of the highest quality available
32. prepare and consult with staff regarding job descriptions
33. work with senior colleagues to deploy and develop all staff effectively in order to improve the quality of education provided
34. work with the Executive Principal, advising the AAB and implement decisions in relation to staffing

35. work with the Executive Principal, advising the AAB on the adoption of effective procedures to deal with the competence and capability of staff
36. work with the Executive Principal, advising the AAB on appropriate priorities for expenditure, allocation of funds and to ensure effective administration and control
37. manage and organise the Academy efficiently and effectively, to ensure that it meets the needs of the curriculum and health and safety regulations
38. make arrangements, if required, for the security and effective supervision of the academy buildings, contents, and grounds, ensuring that any lack of maintenance is reported to the maintaining authority
39. ensure that appropriate risk assessments are undertaken before sanctioning any participation in any potentially hazardous activity
40. manage, monitor and review the range, quality, quantity, and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency, and secure value for money

E. ACCOUNTABILITY

You will be accountable for the efficiency and effectiveness of the academy to the Executive Principal, AAB, including pupils, parents, staff, local employers, and the community. You will:

41. provide information, objective advice, and support to the AAB to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement, and for achieving efficiency and value for money
42. report to the AAB on the discharge of your Head of Academy functions and the affairs of the academy
43. create and develop with the Executive Principal an organisation in which all AAB members and staff recognise that they are accountable for the success of the academy
44. present a coherent and accurate account of the academy's performance in a form appropriate to a range of audiences, including parents, AAB members, the local community, OFSTED, and others, to enable them to play their part effectively
45. ensure that parents and pupils are well-informed about the curriculum, attainment, and progress, and about the contribution that they can make to achieving the academy's targets for improvement
46. consult with the Executive Principal and report to the AAB annually on the performance management of teachers at the academy in relation to the School Teachers Pay and Conditions Document
47. provide information about the work and performance of staff where it is relevant to their future employment
48. ensure the academy website is maintained with up-to-date information for all relevant stakeholders

General

49. You will be aware of and comply with policies and procedures relating to child protection, inclusion, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person without delay.
50. You will participate in training and other learning activities and performance development as required.
51. You will ensure you carry out your role in a way that demands high standards whilst supporting inclusion and welcoming diverse thinking.
52. You will ensure strict confidentiality in all areas of work.
53. You will work and process personal and sensitive information in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulations (UK GDPR).
54. You will ensure work is conducted in a way that protects the safety and security of information (e.g., strong passwords, reporting breaches, securing paper records, securely disposing of records).
55. You will understand and comply with the statutory guidance regarding safeguarding of children, always ensuring the safeguarding and promotion of children's welfare, reporting any concerns to the Designated Safeguarding Officer at once.
56. You will always comply with the Trust's policies and procedures.
57. You will undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

KNOWLEDGE, SKILLS AND EXPERIENCE

Essential

- Graduate with Qualified Teacher Status (QTS) (C)
- Experience of senior management at assistant or vice principal level (A/I/R)
- An excellent classroom practitioner with the highest expectations for the welfare and progress of all students (A/I/R)
- Up to date knowledge in subject, national policy, pedagogy, classroom management strategies, research/inspection findings and statutory requirements (A/I)
- Comprehensive knowledge of performance management requirements in an educational context (A/I)
- Knowledge of the professional teaching standards (A/I)
- Thorough understanding of curriculum development (A/I/R)
- Experience of monitoring and improving the quality of teaching and learning (A/I/R)
- Proven experience of developing good working relationships with all stakeholders (A/I/R)
- Proven experience in the analysis of performance data for the purposes of target setting and evaluation (A/I/R)
- Experience of strategic planning (A/I)
- Proven commitment to excellent and respectful behaviour from the whole academy community (A/I/R)
- Demonstrable ability to work effectively in a wide range of partnerships to achieve academy improvements (A/I)
- Proven ability to lead and manage significant whole academy initiatives (A/I/R)
- Excellent management, motivational and communication skills (A/I/R)
- Lead, manage and co-ordinate staff through an effective team-based approach (A/I/R)
- Ability to understand complex organisations and work with clearly defined line management and supervision structures (A/I)
- Ability to monitor and evaluate the work of others; to offer support and intervention where necessary (A/I)
- Commitment to raising standards and achieving the highest standards of achievement for young people (A/I/R)
- Ability to work on own initiative and be proactive (A/I/R)

Desirable

- Achieved NPQH (C)

Key: C – Certificate; A – Application Form; I – Interview; R - Reference

Behaviours:

- Emotionally intelligent
- Accurate self-assessment
- Self-confident
- Reliable
- Flexible and adaptable
- Uses initiative
- Optimistic
- Business acumen
- Approachable
- Inspirational leader
- Change catalyst
- Influencer
- Able to manage conflict
- Team player
- Excellent communicator
- Innovator

Contacts and Relationships:

Managers - in daily contact with Executive/Senior leaders/Heads of Academy.

Support Staff – in regular contact with support staff who are involved in classroom support, administration, HR, finance, cleaning, catering, site supervision and health and safety.

Trust Staff – in contact with Trust staff within the wider Education team (e.g., Directors of Learning, Executive Leaders), Teaching Schools, Finance, Facilities, ICT and Human Resources.

External – in regular contact with parents/carers, AAB members, visitors, external agency professionals, suppliers, contractors, trade unions, as required.

***Note*:**

This job description is provided for guidance only and does not form part of the contract of employment.

The post holder will be subject to an enhanced DBS check with barred list.