

## JOB DESCRIPTION

Post Title: Head of Academy

Purpose:

- The Head of Academy role is the public face of the individual academy.
- Develop outstanding teaching in the academy so that the overall educational provision is high quality and supports all children to learn effectively and achieve high standards.

Reporting to: Executive Principal

The Head of Academy will work closely with the Executive Principal who will have a strategic view across the two academies and lead the long-term development of the partnership of academies. They are also expected to work closely with other Heads of Academies with our Trust.

Full-time.

This salary is fully inclusive and remunerates you for the full range of duties including the requirement to work outside normal office hours. You will participate in reasonable out of hour arrangements as necessary to support academy needs.

Salary/Grade: L13 -L19

MAIN (CORE) DUTIES: To carry out the professional duties of a Headteacher as provided for under the relevant sections of the School Teachers' Pay and Conditions Document.

- Have a strategic view of how to successfully develop the academy.
- Be responsible for the day to day management and development of the academy and all its resources.
- Ensure the national statutory requirements, and the needs of the pupils, their parents and the community are met.
- To lead the strategic development and implementation of the academy improvement plan, ensuring high levels of support and accountability for other leaders.

The Head of Academy will:

Teaching and Learning:

- Ensure that the statutory requirements of the national curriculum are met.
- Ensure the academy provides a broad and relevant curriculum, meeting the needs of pupils.
- Promote effective practices for quality first teaching, meeting the needs of all learners taking account of their needs.
- Achieve learning environments that are calm and purposeful.
- Ensure that there is an effective assessment, recording and reporting system of student progress.
- Keep expectations high for all pupils

Leading and Managing Staff:

- Work with the Executive Principal on the recruitment and selection of teaching and support staff.
- Exercise effective staff management, lead and motivate others and generate effective working relationships at all levels.
- Maximise the contribution of all staff within the academy to improve the quality of education provided and standards achieved.
- Alongside the Executive Principal and other Leaders, including Head of the Infant academy, manage the effective deployment and performance of all staff within the academy and ensure their professional development through effective systems for the management of staff performance.
- Create and maintain good working relationships among all members of the academy community.
- Promote the trust's ethos in which the highest achievements are expected from all members of the academy community.
- Ensure that professional duties are fulfilled as specified in the Teachers' Pay and Conditions document.
- Take part in the trust's staff development programme by participating in arrangements for further training and professional development.
- Continue personal development in the relevant areas including subject knowledge and teaching methods.
- Engage actively in the performance management review process.

## Person Specification

	Essenti al	Desir able	How Assessed
<b>Qualifications:</b>			
Relevant Honours degree or equivalent.	✓		Application form.
Qualified teacher status.	✓		Application form.
Higher degree or equivalent of further study.		✓	Application form.
Ongoing participation in a range of relevant in-service training.	✓		Application form.
Recent and relevant management development / training / continuing Professional Development.	✓		Application form.
<b>Teaching and Management Experience:</b>			
Previous senior leadership experience at Assistant Head Teacher or above.	✓		Application form; at interview and reference.
Ability to motivate, develop, support and challenge staff.	✓		Application form; at interview and reference.
Track record of successful leadership of significant school improvement strategies.	✓		Application form; at interview and reference.
Experience of monitoring school performance at every level.	✓		Application form and at interview.
Ability to plan effectively from a range of evidence regarding school improvement.	✓		Application form and at interview.
Understanding of the educational development of pupils.	✓		Application form and at interview.
Experience and an understanding of the factors which can impact on children's wellbeing and behaviour			
Understanding of effective teaching and learning strategies.	✓		Application form and at interview.
Evidence of the ability to embrace and manage change effectively	✓		Application form and at interview.
Successful establishment of links with the local community and external partners.	✓		Application form and at interview.
<b>Personal and Professional Skills and Attributes:</b>			
Outstanding leader, committed to distributive leadership and teamwork.	✓		Application form and at interview.

Evidence of being an excellent classroom practitioner.	✓		Application form and at interview.
A passionate commitment to the academic, personal and social development of children and families.	✓		Application form and at interview.
Approachable and supportive.	✓		Application form and at interview.
Excellent interpersonal, communications and organisational skills.	✓		Application form and at interview.
Ability to involve and maintain strong and positive relationships with the whole Academy community.	✓		Application form and at interview.
Actively seeking new approaches, ideas and challenges. Be willing to be innovative and to take risks.	✓		Application form and at interview.
Ability to think and act strategically.	✓		Application form and at interview.
<b>Other:</b>			
Must satisfy relevant employment checks	✓		Documentary evidence
<b>Requirements from confidential references:</b>			<b>Essential</b>
Written reference(s) only			✓
Confirmation of professional and personal knowledge, skills and abilities			✓
Positive recommendation from current employer			✓

The Greenwood Academies Trust will require the appointed candidate to gain satisfactory relevant background checks in accordance with safer recruitment guidelines; this will include an Enhanced (with Barred) Disclosure check.