

Millbank Academy | Head of School



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Dear Colleague,

Thank you for showing an interest in the post of Head of School at Millbank Academy. I am delighted that you are considering applying for a position at our school.

Millbank Academy is part of Future Academies, a multi-academy trust known for having the highest expectations of and aspirations for all students. Through the provision of a rigorous, knowledge-rich curriculum, an exceptional extracurricular offering, an outstanding initial teacher training programme, and a nurturing and supportive environment, Future Academies aims to improve the life chances and aspirations of all children under its care.

We have blossomed into a happy and successful school with the highest standards for our student's education, wellbeing and development. Our school, located in inner-city London, welcomes students from a diverse range of backgrounds and with a wide range of needs. It is set apart by its warm and inclusive ethos and by our high aspirations for all children. Staff develop rich and meaningful relationships with students, and our pastoral system ensures that all children feel supported in becoming the best that they can be. Visitors to the school frequently praise its positive, vibrant atmosphere as well as our children's engagement, exceptional manners and evident love of learning.

At Millbank Academy, we are proud of our academic, collegiate environment that inspires children to work hard and take pride in their education. That said, we are unique amongst primary schools in our approach to curriculum: in partnership with Future Academies, we provide students with access to a bespoke, knowledge-rich curriculum that gives them access to the best that has been thought and said. Unlike many primary schools, we do not place SATs at the core of what we do, but instead teach a broad and balanced mixture of traditional subjects (including Latin, British history, ancient history, English, grammar and mathematics). At Key Stage 2, children are taught by passionate and knowledgeable subject specialists and study from our high-quality textbooks and curriculum materials, promoting a depth and breadth of learning that will last them a lifetime.

Alongside the more formal elements of our curriculum, we offer our children a rich and varied extracurricular programme, nurturing their social and moral development and broadening their horizons. Students at Millbank Academy have access to a broad and thrilling range of extracurricular activities, including a variety of sport activities, music lessons and choirs, debating clubs and gardening clubs.

Overall, we are a positive, friendly and vibrant school in which all students and staff feel valued and supported. Our core values are knowledge, aspiration and respect, and our school is one that places children at the centre: within a warm and supportive environment, children are encouraged to flourish and grow, and are helped to develop into happy, articulate, confident and courteous members of society.

I hope that this pack inspires you and answers any questions that you may have. If you have any further questions, do not hesitate to get in touch, and I look forward to receiving your application.

Yours faithfully,

Mrs Alexandra Gamon  
Executive Principal

## JOB DESCRIPTION

**JOB TITLE:** Head of School

**RESPONSIBLE TO:** Executive Principal

**RESPONSIBLE FOR:** Implementing the Trust's vision under the guidance of the Executive Principal

**HOURS:** Full time, all year round

**SALARY:** Competitive

### OVERVIEW

To support the Executive Principal in leading a school that is a clear and true reflection of Future Academies' vision for education. To be responsible for the day-to-day management of Millbank Academy.

### ABOUT FUTURE ACADEMIES

Future Academies is a rapidly expanding group of Academy schools consisting of ten schools, seven secondaries and three primaries, based in London and Hertfordshire. All schools have been rated Good or Outstanding at their first inspection since joining the group.

Future Academies also runs a SCITT, rated Outstanding and the best in London, and a Curriculum Centre which develops curriculum materials for its schools. As part of "growing our own" teachers, Future Academies offers the prestigious Future Teach scholarship programme to recruit graduate subject specialist teachers. Future Academies has very high aspirations for its pupils. It specialises in a knowledge-rich curriculum and substantial education enrichment activities for its pupils.

Our network of ten schools in the UK achieves great results in some of the most disadvantaged areas of the country, tackling some of the most challenging issues in education.

Our vision is for Future Academies to become an educational beacon, lighting the way towards educational excellence and social mobility. This vision is best encapsulated by our trust motto, *Libertas per cultum* ('freedom through education'). We believe that a good education is the cornerstone for social mobility, providing children with the tools they need to lead purposeful and fulfilling lives.

When functioning properly, an education can be empowering, furnishing students with the choice and freedom required to succeed on whichever path they choose to pursue.

Crucially, a good education can level the playing field, providing less advantaged students with the same opportunities as those enjoyed by their peers. Education is the great leveller, ensuring that neither birth nor background will constrain a child's chances in life.

To become a national leader of educational excellence is an ambitious vision. However, when we all work together as a team, it is one that we believe is eminently achievable.

## KEY RESPONSIBILITIES

### ACADEMY AND TRUST VISION

- Represent Millbank Academy and act as an advocate for the Trust's mission and values, forming and developing effective partnerships within the Trust and the wider community.
- With the Executive Principal, translate the vision and values into agreed objectives, ensuring that the academy's planning, policies and procedures promote academy improvement.
- Promote high levels of fidelity to the Future Academies' curricula and ensure that teachers remain faithful to the curriculum in respect of its content and its implementation.
- Inspire staff members to reflect the vision and values of the academy, and cultivate a positive environment which encourages the vision and values of the academy.
- Create and maintain a culture of continuous improvement and success, in line with Future Academies' vision.
- To market the school in the wider community to maximise student numbers.

### LEADERSHIP, STAFFING AND DEVELOPMENT

- With the Executive Principal, support in the recruitment of energetic and knowledgeable teachers with a passion for their subjects.
- Advise the Executive Principal on the performance, competence and capacity of staff.
- Motivate and support staff by identifying and addressing areas for development.
- Ensure that employee performance reviews and development reviews are completed on a regular basis, and complete probation reviews with all newly appointed academic staff where required.
- Deal effectively with staff under-performance, in line with relevant policies.
- Create a supportive working environment for all staff and foster their career development.
- Provide support in creating and maintaining good working relationships amongst all members of the academy community.
- Ensure that all staff carry out their professional duties in accordance with their job description and national guidance and regulations.
- Encourage initiative, teamwork and working in partnership.

### TEACHING AND LEARNING

- Work with the Executive Principal and CEO of the Trust to provide high quality professional leadership, ensuring the highest standards of teaching, learning and achievement.
- With the Executive Principal, ensure the quality of teaching and learning is at the centre of strategic planning.
- With the Executive Principal, monitor, evaluate and review classroom practice and promote improvement strategies.
- Lead and model outstanding teaching and learning across the school, including by modelling excellent lessons.
- Enable all teachers to achieve expertise in planning and teaching, through modelling, through planning support and by providing high quality professional development opportunities.
- Have a part-time teaching commitment and cover lessons when needed.
- With the Executive Principal, equip all teachers with the necessary knowledge (especially in grammar and writing technique) so that they are confident, empowered and able to teach accurately, rigorously and with the style and pace to challenge pupils working at greater depth.
- Improve the quality of written work across the curriculum, ensuring that all pupils receive a secure foundation in grammar and writing technique, and develop the craft of good writing.

- Improve pupil outcomes with a particular focus on reading, ensuring that all pupils have access to high-quality texts, and lectures and lessons from knowledgeable subject specialists.
- Implement strategies which secure high standards of behaviour, attendance and punctuality of all students.
- Lead on assessment and data management across the school, ensuring a consistent and continuous approach to monitoring children's progress, and using data and benchmarks to identify individual and group achievement.
- Develop more team spirit, and healthy competition, ensuring that all pupils are motivated through a desire to succeed.
- With the SENDCo, ensure the implementation of effective intervention and support programmes, the impacts of which are regularly reviewed and evaluated.
- Mentor and monitor the progress of all NQTs, unqualified teachers and student teachers.

#### GENERAL ACADEMY MANAGEMENT

- Manage the academy on a day-to-day basis, ensuring that Trust policies, including those relating to safeguarding and health & safety, are fully adhered to.
- Manage and organise the academy's environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations, and that it reflects the distinctive characteristics of a fully inclusive community academy.
- Undertake responsibilities as defined in health and safety policies, and ensure that appropriate risk assessments are undertaken.
- Undertake responsibility for promoting and safeguarding the welfare of children.
- 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.
- With the Estates Manager, identify areas of development and create and implement clear, evidence-based improvement plans for the development of the academy and its facilities.
- With the Executive Principal, manage the academy's financial and human resources effectively and efficiently to achieve the academy's educational goals and priorities.

#### FINANCIAL MANAGEMENT

- Manage and monitor financial matters alongside the Executive Principal.
- Work with the academy's Finance Business Partner and the Executive Principal to manage agreed budgets, ensuring effective administration and value for money.

#### SECURING ACCOUNTABILITY

- With the Executive Principal, work with the Executive Team and the Board of Trustees to provide information, advice and support to enable the academy and Trust to meet their responsibilities.
- Provide an accurate and coherent account of the academy's performance across a range of areas and to a range of stakeholders.
- Ensure all staff understand their responsibilities and accountabilities, that they are clearly defined in their job roles and that a clear evaluation and review procedure is in place.
- With the Executive Principal, develop systematic and rigorous procedures for academy self-evaluation that supports academy improvement.
- Ensure that all available data is used to identify the strengths and weaknesses of the academy, and to inform planning for improvement.



## OTHER

- Lead by example, inspiring the teaching and support staff to follow.
- Contribute to and support the overall aims and ethos of the academy and the wider Trust.
- Participate in training and other learning activities.
- Be able to deal with parents in a way which is effective and confident, as the outward face of the school's teaching and learning.
- Lead on communications with parents, including writing termly school newsletters.
- Encourage the involvement of parents in the life and work of the school, including the PTA.
- Be the Deputy DSL.
- Participate in performance management and development as required by Future Academies' policies and procedures.
- Be aware that all academy employees have a general duty in law to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions.
- Demonstrate commitment to and enthusiasm for promoting the principle of equality and diversity in employment and service delivery.
- Undertake any such additional duties or projects that the Executive Principal deems relevant to the post.
- Be familiar with and committed to, and reaffirm, safeguarding requirements as outlined in the document Keeping Children Safe in Education, and comply with its requirements to safeguard and protect the welfare of children, young people and vulnerable adults.

## SAFEGUARDING

- As an educational Trust, Future Academies is committed to the safeguarding and promotion of the welfare of all children and young people. Therefore, the Trust expects all members of staff and volunteers to share in this commitment. To this end, both an 'Enhanced Disclosure and Barring Service' check and a 'Barred List' check will be required for this role.
- *No job description can be entirely comprehensive, and roles develop organically over time. The post-holder will be expected to support with any other duties appropriate to the role, as and when this is required.*

## PERSON SPECIFICATION

	Key Requirements	Essential	Desirable
QUALIFICATIONS	Right to work in the UK	✓	
	Qualified Teacher Status	✓	
	Degree educated	✓	
	Evidence of professional development in preparation for school leadership	✓	
	Evidence of active involvement in professional development		✓

<b>KNOWLEDGE, SKILLS AND EXPERIENCE</b>	Excellent communication and presentation skills	✓	
	Be able to teach to an outstanding level and inspire and coach those around you to do the same	✓	
	Experience of developing and implementing whole school strategies to raise standards	✓	
	Proven track record of leading others, appointing staff, conducting appraisals and managing performance	✓	
	Experience working in a multi-academy trust or federation of schools		✓
	Experience of working within a senior leader post in a primary setting	✓	
	The ability to teach an academic subject	✓	
	In depth knowledge and understanding of the UK curriculum and wider education system, particularly the primary phase	✓	
	Extensive experience of delivering exceptionally high standards in teaching and learning	✓	
	Excellent use of IT systems such as Excel, Word and Outlook	✓	
	Excellent attention to detail	✓	
	Experience working within senior management	✓	
	Flexibility and adaptability in juggling a range of different tasks and working extra hours to meet deadlines	✓	
	An understanding of and commitment to the ethos of the academy and the wider Trust	✓	
	Ability to deal calmly, professionally and effectively with a diverse group of people at all levels both within and outside the Trust	✓	
	Tact, diplomacy, discretion and confidentiality at all times	✓	
	Ability to work to and achieve tight and/or changing deadlines	✓	
	Excellent organisational skills, including the ability to prioritise work for self and others	✓	
	Excellent team skills and the ability to network effectively	✓	
<b>OTHER REQUIREMENTS</b>	The ability to remain discreet when privy to confidential information	✓	
	Commitment to safeguarding and promoting the welfare of children and young people	✓	
	Willingness to undergo appropriate checks, including enhanced DBS checks	✓	
	Willingness to undertake further training	✓	
	Willingness to demonstrate and a commitment to Future Academies' values and behaviours	✓	
	Commitment to equality, diversity and inclusion	✓	