



## **TRINITY ACADEMY NEWCASTLE MULTI ACADEMY TRUST Job Description**

<b>Post title:</b>	Head of School
<b>Scale:</b>	Leadership Group
<b>Job Location:</b>	Academy within the Trinity Academy Newcastle Trust
<b>Responsible to:</b>	CEO

### **Job purpose:**

To provide dynamic and strategic direction, leadership and accountability at the named academy in respect of all aspects of standards and the day to day management of the academy. To undertake duties as Designated Safeguarding Lead.

### **Key Responsibilities**

#### **Strategy and Direction**

1. Support the Board of Directors, CEO and Executive Leadership Team in ensuring the vision and mission of the Trust is clearly articulated, shared, understood and acted upon effectively by all stakeholders.
2. Undertake any professional duties as delegated by the CEO
3. To achieve annual performance criteria, objectives and targets agreed with or set by the Board of Directors in accordance with the requirements set out in the School Teachers' Pay and Conditions Document.
4. To keep up to date with national changes in legislation and ensure changes are implemented effectively and as necessary.
5. To provide dynamic and strategic direction and leadership for all outcomes for learners
6. To take lead management responsibility for staff, resources, student attendance, parental concerns or complaints and health and safety on the academy site.

## **Specific**

7. To ensure quality outcomes for all learners in all areas within the academy.
8. To ensure the school makes the best possible use of resources through effective strategic planning.
9. To lead an innovative and creative curriculum provision across the academy that meets statutory requirements.
10. To lead the Local Advisory Board, providing clear level of challenge and quality assurance of all data.
11. To take a lead role in the promotion of effective learner behaviour management on the academy site.
12. To assist in the financial planning for the academy site.
13. To ensure the school timetable is planned and managed.
14. To develop and maintain positive, collaborative and sensitive relationships and partnerships with a range of stakeholders including parents/carers, social workers, education welfare and partner agencies to ensure the needs of pupils are appropriately met.
15. To promote and implement the school's equality policy in all aspects of employment and service delivery.
16. To ensure that effective transition plans are in place and the input is evaluated and measurable.
17. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.

## **Accountability**

18. To be accountable to the CEO for the clearly defined and agreed responsibilities/accountabilities relating to the day-to-day leadership and management of the school as delegated by the CEO.
19. To play a key role in developing and maintaining the academy self-evaluation framework which clearly identifies strengths and areas for development, in order to inform the Trust school improvement agenda and maintain high standards.
20. To ensure that the academy presents a coherent and accurate account of its' performance to a range of audiences including the DfE/ESFA, Local Authority, Trustees, Executive Leadership Team, Parents and Carers and the local community.

## Community

21. Collaborate and work in partnership with other agencies in providing for the academic, health, social, emotional, spiritual, moral and cultural well-being of children and their families.
22. Ensure the learning experiences for children and young people at the school and partnerships are linked into and integrated with the wider community.
23. To ensure a programme of enrichment opportunities are provided for all children and young people.

As an employee of Trinity Academy Newcastle Multi Academy Trust, you may be required to work at any organisation within the Trust.

*Please note:*

*Employees must not communicate confidential information or documents to others who do not have a legitimate right to know. Furthermore, such information which is stored on computer systems must only be disclosed in accordance with the requirements of the GDPR Act May 2018.*

*Employees should not make statements directly to the press or other media without first obtaining the approval of the CEO.*

Signed:

**Date**

**Post Holder**

**Bill Curley  
CEO**

**Date**