

Leigh Academies Trust – Job Description

Job Title: Satellite Director

Location: Milestone Academy Satellite

Responsible to: Phase Assistant Principal

Pay scale: L 8-10

Start Date: January 2022

Leigh Academies Trust places learning at the centre of every endeavour. Each member of the academy community, through their actions, seeks to promote positive and effective learning for all.

JOB SUMMARY:

To ensure the Core Moral Purpose is delivered to up to 39 pupils across up to 3 classes. To lead class teachers and non-teachers. 3 days per week teaching with 2 days leadership duties.

To be responsible for:

- In situ daily leadership and management of the satellite whilst being responsible to, and held accountable by, the Assistant Principal
- Staff Performance Development
- Progress and Attainment including termly analysis and reports
- Teaching and Learning
- Curriculum, including UN Rights Respecting Schools, Careers, and working towards an IB Curriculum
- Daily organisation including off site visits
- Liaison with families, including chairing Annual Review meetings
- Liaison with Leigh Academies Trust staff
- Transition
- Undertaking Designated Safeguarding Lead training and becoming part of the Academy's Safeguarding Team

Knowledge Required:

- Experience of line managing large teams
- Experience of conflict resolution
- Experience of using data analysis to develop phase/whole school strategies
- Up to date knowledge and understanding of current educational practice and pedagogy
- Up to date knowledge of safeguarding procedures
- Systems for promoting parental involvement in pupils' learning
- Sound understanding of the ethos and values that underpin our Core Moral Purpose
- Qualified Teacher Status (QTS)

Professional Development

- To take responsibility for personal professional development and demonstrate recent and future commitment to this
- To take part, as appropriate, in the academy's professional development programme
- To engage actively in the Performance Development Review process
- To evaluate own personal performance through self-evaluation and learn from the effective practice of others and from research and evidence

Professional Values and Practice

- To support the academy's responsibility to provide and monitor opportunities for the personal and academic growth of students
- To provide a role model through their personal and professional conduct
- To work as a member of designated teams and contribute positively to effective working relationships and communication within the academy and wider with the host academy
- To be proficient in the application of English, maths and computing
- To understand and support the delivery of key skills through a transdisciplinary approach, valuing all subjects, in particular the arts.
- To safeguard the health and safety of all students and staff both on the academy premises and when engaged in authorised academy activities elsewhere
- To contribute to the effective running of the academy
- A willingness to innovate and, where necessary, take managed risks
- A belief that our students can achieve anything with the right support and environment
- The ability to make informed decisions under pressure

- To be a resilient, energetic and ambitious middle leader
- To be able to act in a selfless and collegiate manner

Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education](#) document (Department of Education).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the

contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.

Signed : Date:
Employee

Signed : Date:
Line Manager