



Job Description

JOB TITLE	Senior Leader
PHASE	Secondary
SALARY GRADE	Leadership Scale 14-18
REPORTING TO	Principal

Job Purpose

This is an exceptional opportunity for an ambitious and talented leader to join the Senior Leadership Team at Brixham College and play a significant role in shaping the future of the school.

The successful candidate will contribute strategically to whole-school improvement, culture and educational excellence, helping to ensure that every child experiences high-quality education, develops strong character and achieves their full potential. As a key member of the Senior Leadership Team, the postholder will lead significant areas of school development, build leadership capacity across the organisation and work collaboratively with colleagues across the school and Trust.

Specific areas of responsibility will be determined following appointment and will be tailored to the successful candidate's strengths, expertise and aspirations, whilst reflecting the strategic priorities of the school.

Duties and Responsibilities

The Senior Leader will:

- Contribute to the strategic direction, vision and improvement priorities of the school.
- Support the Principal in securing excellence across all aspects of school provision.
- Lead and evaluate significant whole-school improvement initiatives.
- Use evidence, data and research-informed practice to drive improvement and secure positive outcomes for pupils.
- Contribute to self-evaluation, school development planning and quality assurance processes.
- Promote and model a culture of high expectations, inclusion and belonging.
- Lead by example, demonstrating the school's values and professional standards in all aspects of work.
- Foster strong relationships with pupils, staff, families and the wider community.
- Contribute to a positive, supportive and ambitious environment where staff and students thrive.
- Support the continuous improvement of teaching, learning and curriculum provision.
- Maintain a relentless focus on improving pupil outcomes and life chances.
- Champion excellence in classroom practice and curriculum delivery.
- Ensure that educational provision meets the needs of all learners and promotes high levels of achievement.



- Undertake specific leadership responsibilities as agreed with the Principal.

Day to day management of the school

- In conjunction with the Senior Leadership Team, seek to build a successful college through effective collaborations.
- Oversee the day-to-day management and organisation of the college with regards to daily routines, parental engagement and communication.
- Provide professional leadership and management at a strategic level for the college including developing and implementing policies and practices, establishing a firm foundation from which high standards in all areas of the college's work are attainable.
- Provide effective organisation and management of the college and, where required, work with the Principal to seek ways of improving organisational structures and functions in line with legal requirements based on rigorous self-evaluation.
- Help the effective operation of the Governing Body by providing data and information as appropriate.
- In conjunction with the Principal, recruit, retain and deploy staff appropriately and support them in managing their workload to achieve the vision and goals of the college.
- Report to the Principal to demonstrate that resources are efficiently and effectively used to achieve the college's aims and objectives.
- Ensure the college and the people and resources within it are organised and managed to provide an efficient, effective, inclusive and safe learning environment.
- Be accountable to the Principal and the Governing Body for providing senior leadership and direction for the college and ensuring that the college is managed and organised to meet its aims and targets securing accountability.
- Ensure that the College is constantly 'Ofsted-ready' and can evidence the impact of your responsibilities.
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation in keeping with professional growth priorities.
- Use a range of evidence including national data and own college performance data to support, monitor, evaluate and improve aspects of school life, including challenging poor performance.
- Work closely with the SLT recognising their joint role in leadership and in securing the accountabilities of the college.
- With SLT, ensure every student has access to the highest quality teaching and learning to enable them to achieve.
- Treat people fairly, equitably and with dignity and respect to create and maintain a positive culture.
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals ensuring clear delegation of tasks and devolution of responsibilities.
- Regularly reviewing own practice, set personal targets with the Principal and take responsibility for own personal development.
- Manage own workload and support others to manage an appropriate work/life balance.

Community



- To implement and be responsible for a range of college and wider community based learning experiences.
- To work in partnership with a range of outside agencies.
- Engage with the Thinking Schools Academy Trust community to secure quality and entitlement of provision for all students, promotion of the Thinking Schools network, maintain and develop with the Principal effective links with the community, local primary and secondary schools and other partners.
- Promote the internal and external high expectations, perceptions and standards of the college to the wider community.

Teaching and Learning

- Work collaboratively to ensure excellent teaching and learning is in place throughout the school.
- Be an excellent classroom practitioner.
- Teach as required to support children's access to an appropriate curriculum.

Leadership and management

- Work with the Principal and Governors to ensure the College meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements.
- Contribute to the school development plan and whole-school policy.
- Lead the professional growth programme for designated areas of responsibility.
- Actively promote equality of opportunity by working as part of SLT in ensuring the college's curriculum provides the best possible education for all its pupils, considering ethnicity, gender, SEND, EAL, and emotional needs that may affect learning.
- Participate in recruitment and selection, as agreed with the Principal.
- Carry out leadership and management tasks in accordance with college policy and practice.
- Contribute to whole-school curriculum to ensure stretch and challenge as well as accessibility and the right to a broad and balanced curriculum.
- Support with the induction of new staff.

Other responsibilities

- To attend meetings and to lead such meetings as required.
- To attend school events as directed by Principal.
- To lead whole-school assemblies and to support other staff with assemblies.
- To prepare and present reports, as required by the Principal, to governors, parents and other relevant outside agencies.
- Line Management of staff as directed.
- Liaise with HODs and other relevant staff to address underachievement in subjects and of key groups.

Other Duties and Responsibilities



All teachers are required to carry out the duties of a schoolteacher as set out in the current School Teachers Pay and Conditions Document. Teachers should also have due regard to the Teacher Standards (2012). Teachers' performance will be assessed against the teacher standards as part of the appraisal process as relevant to their role in the school.

Thinking, Teaching and Learning

- Deliver the curriculum as relevant to the age and ability group/subject/s that you teach.
- Be responsible for the preparation and development of teaching materials, teaching programmes and pastoral arrangements as appropriate.
- Be accountable for the attainment, progress and outcomes of pupils' you teach
- Be aware of pupils' capabilities, their prior knowledge and plan teaching and differentiate appropriately to build on these demonstrating knowledge and understanding of how pupils learn.
- Have a clear understanding of the needs of all pupils, including those with special educational needs; most able; EAL; disadvantage, disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy including the correct use of spoken English (whatever your specialist subject).
- Implement the expectations of Reading and Writing in all areas of school life and expect high levels of pupil oracy and engagement in proficient spoken language.
- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives for pupils of all backgrounds, abilities and dispositions, monitoring learners' progress and levels of attainment.
- Make accurate and productive use of assessment to secure pupils' progress.
- Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback, reflect on progress, their emerging needs and to take a responsible and conscientious attitude to their own work and study.
- Use relevant data to monitor progress, set targets, and plan subsequent lessons
- Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired as appropriate.
- Implement all Thinking strategies consistently across all areas of school life to a high standard. Be an advocate for Thinking and ensure that you maintain the standards expected of you in this area.
- Participate in arrangements for examinations and assessments within the remit of the School Teachers' Pay and Conditions Document.

Behaviour and Safety

- Follow the school's behaviour policy, and other policies associated with ensuring the safety and wellbeing of all members of the school community.
- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly.



- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils.
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils.
- Have high expectations of behaviour, promoting self-control and independence of all learners.
- Carry out playground and other duties as directed to support the smooth running of the school as well as pupil safety, wellbeing and social interactions.
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol /procedures.
- To register students, accompany them to assemblies, encourage their full attendance and participation in other aspects of school life.

Team working and collaboration

- Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies.
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.
- Contribute to the selection and professional development of other teachers and support staff including the induction and assessment of new teachers, teachers serving induction periods and where appropriate threshold assessments.
- Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil.
- Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school.
- Cover for absent colleagues within the remit of the current School Teachers' Pay and Conditions document.

Fulfil wider professional responsibilities

- Work collaboratively with others to develop effective professional relationships
- Deploy support staff effectively as appropriate.
- Communicate effectively with parents/carers with regard to pupils' achievements and wellbeing using school systems/processes as appropriate.
- Communicate and co-operate with relevant external bodies.
- Provide enrichment and extra-curricular opportunities for students to increase their cultural capital.
- Make a positive contribution to the wider life and ethos of the school administration.
- Register the attendance of and supervise learners, before, during or after school sessions as appropriate.
- Participate in and carry out any administrative and organisational tasks within the remit of the current School Teachers' Pay and Conditions Document.



Professional development

- Regularly review the effectiveness of your teaching and assessment procedures and its impact on pupils' progress, attainment and wellbeing, refining your approaches where necessary responding to advice and feedback from colleagues.
- Be responsible for improving your teaching through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal.
- Proactively participate with arrangements made in accordance with The Trust's Professional Growth Policy.

Other Areas of Responsibility at Brixham College

- Be supportive of change and development of the college and be an advocate for our ethos and values.
- To have professional regard for the ethos, policies and practices of the school in which you teach and maintain high standards in your own attendance and punctuality.
- Perform any reasonable duties as requested by the Principal.

Generic Duties relevant to all members of Staff

The Trust

- The ethos of our Trust is "Transforming Life Chances". All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust's visions and aims. All staff should act with professional integrity at all times, following the "Code of Conduct".
- You will be based at Brixham College. However, you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business.
- This may mean undertaking tasks outside of your area of responsibility where required.

ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use.
- Security procedures must be followed when using ICT systems.
- All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust



policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

Health and Safety

- Employees are required to work in compliance with the college's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

Safeguarding

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.

Equal Opportunities

- To actively promote the Trust's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place, maintaining awareness of and commitment to Equal Opportunity Policies in relation to both employment and professional relationships.

Data Protection

- Ensure confidentiality of personal data at all times by sharing, processing, obtaining and advising on data in line with Trust Data Protection policies and procedures. Having due regard for the high level of personal and special category data processed within your role.
- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach, they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.



The duties and responsibilities in this job description are not restrictive, and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of a Senior Leader within Thinking Schools Academy Trust

Name:.....

Signed:

Date: