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Job Description

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**Job Title:** Senior Leader

**Line Manager:** Deputy Headteacher

**Grade:**  L6 - 10

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**Key Duties and Responsibilities**

* To have overall operational and strategic responsibility of an Academy priority
* To have strategic oversight of key areas of responsibility
* High Expectations of yourself and others
* Complete responsibilities in line with the annual leadership duties
* To support the Deputy Headteacher in the execution of their Academy profile/responsibilities
* To be an excellent classroom practitioner
* To effectively safeguard students and support the safeguarding team
* To participate in the Academy’s self evaluation
* To strategically plan for Academy improvement
* To support the Headteacher in developing the Academy ethos and culture
* To manage Academy budgets as directed
* To line manage staff in accordance with the systems and processes

**Leadership and Management**

* To act as a member of the Senior Leadership Team
* To deploy resources effectively
* To provide professional development to other colleagues
* To provide ongoing support to your team
* To promote equality and inclusion as cornerstones of the Academy’s ethos

**Health and Safety Responsibilities**

* Comply with Health and Safety policies
* To observe and maintain good H&S practice within the Academy
* To support the Headteacher in removing barriers to H&S for Academy stakeholders

**Teaching and Learning**

* Be an exceptional classroom practitioner
* To support the leadership team to remove barriers to learning
* Have an excellent understanding for supporting students with barriers to learning
* Be a ‘go-to’ person within your subject as someone who demonstrates excellent practice
* To follow Academy policies and procedures to Teaching and Learning
* To have exceptional curriculum knowledge and a strong understanding of your subject
* To support new initiatives to improve the experience of students at the Academy

**Operation of the Academy**

* To complete duties as directed by your Line Manager
* To provide information on the impact of your work
* To reflect on personal strengths and areas for development and act on these
* To participate in school events as directed by your Line Manager
* To work in effective partnerships with other stakeholders
* To quality assure the areas you are responsible for
* To model policies and procedures of the Academy with others
* To participate in the Professional Growth process
* To support the induction and development of new staff

**Personal Qualities**

* Be committed and willing to drive standards at the Academy
* Demonstrate ongoing improvement in your role as a result of Professional Development
* Liaise appropriately with colleagues
* Have ambitious standards and a meticulous attention to detail

**Role Model**

* Ensure that ‘no student is left behind,’ in their academic and personal development
* Conform to the Academy’s Dress Code for staff and demonstrate exceptional standards of presentation, conduct, and time keeping
* Build team commitment amongst students and staff alike
* Engage and motivate students and staff to do their best by doing your best
* Demonstrate a positive approach to your professional duties

*This job description is not an exhaustive list of tasks, and the successful candidate will be expected to perform additional duties that are commensurate to the grade. Non-contact time will be reviewed annually to reflect the operational duties on the member of staff.*

**Current Duties (2024-2025)**

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| --- | --- | --- | --- |
| **Inclusion** | **Behaviour** | **PP** | **New Post** |
| Safeguarding (DSL)  FAP (Fair Access Panel)  MARM (Mercian At Risk Meeting)  Alternative Provision  Off Site Direction  Anti-Bullying Policy, strategy and overview  Admissions  New starter meetings – IYT, FAP, OSD  External agency mentoring programmes  Young Carers including Mercian Trust network meetings  Overall DT for CiC/PLAC  Line management of CCT | Safeguarding (DSL)  FAP (Fair Access Panel)  Mercian Trust Behaviour Network Meetings  Positive Behaviour Policy  Business Dress Policy  Academy systems and ethos  Detentions overview  Class Charts / Operations Centre overview  Isolations  Suspensions  Reintegration/warning meetings  Permanent Exclusions  Line management of Pastoral and Behaviour workers (MCI, VDT, OFH, MHG)  Oversight of Breakfast Club | Strategy  Interventions  Tracking  Attendance  RAP  Quality of Education  Mercian Trust PP Network Meetings | Duties will be negotiated based on the successful candidates expertise  Experience in any of the following areas would areas of advantage to any prospective applicant :  Safeguarding  Raising Achievement  Supporting students with barriers to learning (SEND/PP/EAL)  Improving Attendance |

**The Mercian Trust is committed to safeguarding and promoting the welfare of children. All post holders are subject to a Satisfactory Disclosure & Barring Service Check. Satisfactory employment references and identification and qualification checks will be required before commencing duties.**

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**Person Specification**

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|  | **Essential** | **Desirable** | **Assessed** |
| **Qualifications** | | | |
| Degree level qualification or above | ✓ |  | A |
| Qualified Teacher Status (QTS) or equivalent | ✓ |  | A |
| Has evidence of further study in an area of education (Masters/NPQ) |  | ✓ | A |
| **Experience** | | | |
| A track record of transforming outcomes for young people with challenging behaviour | ✓ |  | I, R |
| Has taught a range of students across different Key Stages | ✓ |  | A |
| Has led and delivered CPD to support professional practice | ✓ |  | A |
| Evidence of school improvement for an area of school they were responsible |  | ✓ | I, R |
| Has consistently delivered excellent outcomes for students | ✓ |  | R |
| Evidence of additional leadership training |  | ✓ | A |
| **Knowledge and Skills** | | | |
| Has the ability/experience to teach out of specialism |  | ✓ | A, I |
| A track record of leadership | ✓ |  | A |
| Has experience of effective line management of staff | ✓ |  | I |
| Can demonstrate accountability | ✓ |  | I |
| Can demonstrate the attributes for leading a team |  | ✓ | I |
| Is skilful at behaviour management and can support others | ✓ |  | I |
| Can form effective relationships with staff, students, parents and external agencies or partners | ✓ |  | R |
| Is familiar with school management systems | ✓ |  | A |
| **Leadership** | | | |
| Demonstrates that they are a well-respected leader | ✓ |  | I, R |
| Can hold others to account | ✓ |  | I |
| Strives for perfection and has a good attention for detail | ✓ |  | A |
| Aspires to develop as a leader through reflective practice | ✓ |  | I |
| Can inspire those around them | ✓ |  | I |
| Understands the difference between a leader and a manager | ✓ |  | I |
| Has excellent communication skills | ✓ |  | I, R |
| Can take decisive action | ✓ |  | I |
| Understands the importance of collaborating in a team | ✓ |  | I |
| Can support the Headteacher in operational delivery of school | ✓ |  | I |
| **Teaching and Learning** | | | |
| Proven track record as an excellent classroom practitioner | ✓ |  | I |
| Can lead areas of school outside their field of expertise |  | ✓ | A, I |
| Delivers exciting lessons where students make progress | ✓ |  | I |
| Can balance teaching and leadership responsibilities | ✓ |  | I |
| Has excellent planning and organisational skills | ✓ |  | I, R |
| Drives achievement and progress | ✓ |  | A, R |
| Is resilient and possess an excellent sense of humour | ✓ |  | I |
| Will embed the school ethos and values into all elements of teaching practice | ✓ |  | I |
| Can teach/willing to teach out of specialism |  | ✓ | A |

A = Application Form, I = Interview, R = Reference