

Job Description

Job Title:	Senior Leader for Primary or Secondary
Location:	To be agreed
Responsible To:	Headteacher, Deputy CEO or Director of Education
Salary Grade:	Leadership Scale (dependent on experience)

1. Key Purpose of Job

- Develop an effective whole-school culture in either teaching & learning or pastoral management
- Develop and implement effective standards, policies and systems that are endorsed by staff, students and parents / carers
- Ensure rigorous monitoring of whole-school standards
- Create provision of professional development and support opportunities to ensure the highest standards of provision
- Lead on whole-school CPD for non-teachers and/or teachers as appropriate
- Contribute to policy development at Senior Leadership level
- Ensure a learning environment which produces outstanding outcomes for all learners
- Inspire and engage staff and students in the vision for the School
- Communicate effectively and relate positively to all stakeholders
- Ensure the smooth day-to-day organisation and operation of the school
- Act as the Designated Safeguarding Lead, if appropriate to the role
- Deputise for the Headteacher in their absence, as required
- Line management responsibilities appropriate to the role

2. Contribution to the leadership of the school

- Assist the Headteacher in the overall leadership and management, as a member of the school's Senior Leadership Team
- Assist the Headteacher in the strategic leadership, management and operational development of the school
- Assist the Headteacher in the formulation of the school's Strategic Plan, taking account of the agreed priorities of the school and how these link with national and local initiatives
- Articulate and model the school's vision and strategic direction, developing and implementing coherent operational plans which promote and sustain continuous school improvement
- Advise the Senior Leadership Team and Governors on the strategic development of your key area of responsibility (including planning, policy writing, advising and supporting other staff)
- Contribute to the development of whole-school policy on the above
- Monitor and evaluate the provision within the school and report on it to SLT, Governors, the LA and Ofsted, as required
- Ensure that data is used effectively and accurately to report regularly on the provision so that it can fully inform actions to improve and develop the school's systems
- Uphold the SLT's vision and values at all times, being a role model to other senior and middle leaders;
- Lead the performance management of staff as appropriate
- Draft workplace policies, procedures and practice, ensuring that the policies take account of statutory requirements and national and local priorities and promoting collective responsibilities for their implementation
- Be a positive role model in all aspects of leadership and management to students and staff
- Participate in whole school CPD sessions as an attendee and as a facilitator when required

- Manage any delegated budgets efficiently and effectively, ensuring value for money
- Ensure Health and Safety practices, including risk assessments, are in line with school policy; and assess risks to ensure a safe working and learning environment
- Continue to ensure own professional development, proactively engaging with CPD opportunities;
- Be outward facing and establish strong links within the Trust and other organisations
- Work with the Deputy CEO, Headteacher and other members of SLT
- To collaborate with other schools in order to share expertise and bring positive benefits to ours and other schools

3. Working Environment & Conditions of the post

- This post will be based in a secondary school in Exeter.
- The postholder may be required to travel and work within any school across the Ted Wragg Multi Academy Trust.

4. Other Duties

- To undertake additional duties as required, commensurate with the level of the job.
- To participate in induction training, staff review processes and professional development opportunities.
- All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- The Trust operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and Trust vehicles.
- The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, members of other agencies and community members.
- The post-holder is expected to familiarise themselves with and adhere to all relevant Trust and School Policies and Procedures.
- The post-holder must comply with the Trust's Health and Safety requirements specifically for the school they are working at.
- The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken in to account when they are relevant to the post.

Person Specification

Attributes	Essential	Desirable
Education and qualifications	<ul style="list-style-type: none"> Good honours degree PGCE and QTS 	Evidence of further professional study, e.g. MA or NPQH
Relevant experience	<ul style="list-style-type: none"> Successful experience at senior leadership level, ideally including in a good/outstanding school An understanding of key educational issues / change, combined with the ability to lead and co-ordinate their effective implementation A successful and proven track record of innovation and leading change with a demonstrable impact on school improvement Successful line management of key areas of responsibility and holding others to account Experience of developing quality assurance programmes and evidence of successful outcomes Experience of effectively working with others including parents, governors and external agencies Experience of leading a team with improved outcomes as a result 	<p>Level 3 Safeguarding trained</p> <p>Knowledge of IT packages used including CPOMs, ClassCharts, Bromcom</p>
Knowledge and Skills	<ul style="list-style-type: none"> A professional persona and conduct at all times, modelling outstanding practice Being an excellent team player – to lead by example and provide support and challenge to others An ability to think and act strategically at whole school level A clear vision for raising standards An ability to analyse and use information to drive improvement Being skilled at working with people with the ability to inspire and motivate others An ability to challenge, influence and motivate others Excellent problem solving skills Outstanding presentation and communication skills An ability to complete tasks to a high standard with attention to detail A readiness to identify and respond to new challenges with good judgement and perseverance Experience of coordinating and delivering effective whole school programmes A readiness and skill in having challenging conversations to secure positive outcomes for students 	<p>Evidence of project management</p> <p>Experienced coach</p>
Attitudes	<ul style="list-style-type: none"> A commitment to equal opportunities A clear understanding that it is the responsibility of leadership to provide active support and challenge to colleagues A commitment to high quality in all aspects of work An understanding and ability to practice the principles of change management A collaborative approach to partnership working 	Experience of working with a range of community partners

	<ul style="list-style-type: none"> • An ability to maintain strong relationships with Governors, parents/carers, other stakeholders and outside agencies • A vision and drive that is 100% student focused • A reflective, honest and aware approach to self-evaluating your own role and the impact it has • A proactive, not reactive, approach to change and improvement • Commitment to the promotion of staff wellbeing through successfully implemented strategies 	
Personal Qualities	<ul style="list-style-type: none"> • A strong commitment to the values and ethos of the Ted Wragg Multi Academy Trust • A positive, professional role model for staff and students, with high expectations • A dedication to school improvement • An effective self-manager and independent worker, who can prioritise and adapt as required with the capacity to work well under pressure • Decisive, fair, consistent and focused on solutions • Reliable, honest and trustworthy, demonstrating the highest professional standards and integrity • Enthusiastic and hard-working • Able to demonstrate resilience and perseverance • Flexible and adaptable to suit the school's needs • Creative and innovative • Excellent listener and communicator • Able to maintain focus and perspective at all times • A passion for helping young people develop, learn and achieve their best 	