

JOB DESCRIPTION

Post Title:	Head of Academy
Purpose:	<ul style="list-style-type: none">• Provide vision and professional leadership to secure high quality education and high standards of achievement for all students;• Satisfy the aim of the academy through the implementation of the policies of the Trust Board and the Governing Council;• To facilitate and encourage a learning experience which provides students with the opportunity to achieve the highest of standards.• To share and support the academy's responsibility to provide and monitor opportunities for students' personal and academic growth.
Reporting to:	Executive Principal/Education Director
Responsible for:	The provision of a full learning experience and support for pupils.
Liaising with:	The Chief Executive, Chief Education Officer, Education Director, other Trust Principals and Heads of School, Trust board members, academy advisory council members, the senior leadership team, teaching/support staff, external agencies, parents, primary partner schools and community members.
Working time:	Full-time. This salary is fully inclusive and remunerates you for the full range of duties including the requirement to work outside normal office hours. You will participate in reasonable out of hour arrangements as necessary to support academy needs. You are expected to devote your whole-time service to the work of the academy and you will not engage in any other business or take up any other additional appointment without the express consent of the Chief Executive.
Salary/Grade:	To be decided at appointment.
MAIN (CORE) DUTIES:	To carry out the professional duties of a Headteacher as provided for under the relevant sections of the School Teachers' Pay and Conditions Document.

Operational/Strategic Planning

- Have a strategic view of how to successfully develop the academy.
- Be responsible for the management and development of the academy and all its resources.
- Ensure the national statutory requirements, and the needs of the pupils, their parents and the community are met.
- Manage a complex organisation effectively and ensure the successful implementation of the academy improvement plan.
- To lead the strategic development and implementation of the academy improvement plan, ensuring high levels of support and accountability for other leaders.

Teaching and Learning: The Head of Academy will:

- Ensure that the statutory requirements of the national curriculum are met.
- Ensure the academy provides a broad and relevant curriculum, meeting the needs of pupils.
- Develop approaches to meeting the needs of students who enter the academy with a below average levels in reading, literacy, and mathematics.
- Promote effective practices for quality first teaching, meeting the needs of all learners taking account of their needs.
- Achieve learning environments that are calm and purposeful.
- Ensure that there is an effective assessment, recording and reporting system of student progress.
- Keep expectations high in circumstances where there is significant social deprivation.
- Monitor and evaluate the curriculum for both quality and value for money.

Leading and Managing Staff:

- Lead on all matters relating to academy provision.
- Advise the Executive Principal/Education Director on the recruitment and selection of teaching and support staff.
- Exercise effective staff management, lead and motivate others and generate effective working relationships at all levels.
- Maximise the contribution of all staff within the academy to improve the quality of education provided and standards achieved.

- Manage the effective deployment and performance of all staff within the academy and ensure their professional development through effective systems for the management of staff performance.
- Create and maintain good working relationships among all members of the academy community.
- Promote the trust's ethos in which the highest achievements are expected from all members of the academy community.
- Ensure that professional duties are fulfilled as specified in the Teachers' Pay and Conditions document.
- Take part in the trust's staff development programme by participating in arrangements for further training and professional development.
- Continue personal development in the relevant areas including subject knowledge and teaching methods.
- Engage actively in the performance management review process.

Efficient and effective use of staff and resources:

- Assist the Regional Finance Officer and Chief Finance Officer with the formulation of the annual budget in order that the academy secures its objectives.
- Work with Executive Principal/Education Director to ensure there is a robust approach to Curriculum Led Financial Planning.
- Ensure the regular monitoring of the budget for the academy and the oversight of the use of resources.
- Manage and organise the accommodation of the academy efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety requirements.
- Ensure that the allocation and use of accommodation within the academy provides a positive learning environment that promotes the highest achievement for all.

Accountability:

- Work closely with the Chief Executive, the Chief Education Officer, Executive Principal and Education Director to meet the aims of the Trust secondary improvement strategy and its accountability measures such as the termly risk register.
- Ensure that all systems for safeguarding are working effectively, staff training is up to date and that all guidance from the KCSIE document is followed.

- Create and develop an organisation in which staff recognise that they are accountable for the success of the academy.
- Present a coherent and accurate account of the performance of the academy in a form appropriate to a range of audiences.
- Ensure that parents and pupils of the academy are well informed about curriculum, attainment and progress and are able to understand targets for improvement.
- Develop and encourage good relations between the academy and the local community.

Quality Assurance:

- Help implement academy quality assurance procedures and adhere to them.
- Lead the process of monitoring and evaluating the outcomes from departments and other teams within the academy in line with agreed academy procedures, including evaluation against quality standards and performance criteria.
- Seek/implement modification and improvement where required.
- Review from time to time methods of teaching and programmes of work.
- Take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the academy.

Management information:

- Maintain appropriate records and to provide relevant, accurate and up-to-date information whenever required.
- Complete the relevant documentation to assist in the tracking of students.
- Track student progress and use information to inform teaching and learning.

Communications:

- Communicate effectively with the parents of students as appropriate.
- Where appropriate, communicate and co-operate with persons or bodies outside the academy.
- Follow agreed policies for communications in the Group.
- An ability to converse at ease with all customers and provide accurate advice in order to fulfil all spoken aspects of the role through the medium of spoken English.

- Marketing and liaison:
- Take part in marketing and liaison activities such as open evenings, parents' evenings, review days and liaison events with partner schools.
 - Contribute to the development of effective subject links with external agencies, primary schools and other secondary schools and post 16 providers.
- Management of resources:
- Contribute to the process of the ordering and allocation of equipment and materials.
 - Assist the Executive Principal and Education Director to identify resource needs and to contribute to the efficient/effective use of physical resources.
 - Cooperate with other staff to ensure a sharing and effective usage of resources to the benefit of the academy, departments and students.
- Pastoral system:
- Promote the general progress and well-being of individual students.
 - Ensure that there is an effective attendance strategy in place, and that processes provide support to pupils and parents that lead to improvements in attendance.
 - Evaluate and monitor the progress of students and keep up-to-date student records as may be required.
 - Contribute to the preparation of action plans and progress files and other reports.
 - Alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
 - Communicate, as appropriate, with the parents of students and with persons or bodies outside the academy concerned with the welfare of individual students.
 - Contribute to PSHE, citizenship and enterprise education, according to academy policies.
 - Lead the academy's behaviour management protocols so that effective learning can take place.
- Other specific duties:
- Play a full part in the life of the trust and the academy to support its distinctive mission and ethos and to encourage staff and students to follow this example.
 - Actively promote the trust's corporate policies.
 - Continue personal development as agreed.
 - Comply with the trust's health and safety policy and undertake risk assessments as appropriate.
 - Undertake any other duty as specified by the STPCD not mentioned in the above.
 - Promote and safeguard the welfare of students for whom you are responsible or come into contact with.

All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with

All adults employed by the Trust have a responsibility for data protection and have a duty to observe and follow the principles of the GDPR Regulations.

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.

Person Specification

	Essential	Desirable	How Assessed
Qualifications:			
Relevant Honours degree or equivalent.	✓		Application form.
Qualified teacher status.	✓		Application form.
Higher degree or equivalent of further study.		✓	Application form.
Ongoing participation in a range of relevant in-service training.	✓		Application form.
Recent and relevant management development / training / continuing Professional Development.	✓		Application form.
Teaching and Management Experience:			
Previous senior leadership experience at Assistant Head Teacher or above.	✓		Application form; at interview and reference.
Ability to motivate, develop, support and challenge staff.	✓		Application form; at interview and reference.
Track record of successful leadership of significant school improvement strategies.	✓		Application form; at interview and reference.
Experience of monitoring school performance at every level.	✓		Application form and at interview.
Experience of setting challenging school targets.	✓		Application form and at interview.
Experience and understanding of management of human and financial resources at a senior level.	✓		Application form and at interview.
Experience of working positively with governors.	✓		Application form and at interview.
Experience of serving on a governing body.		✓	Application form and at interview.
Experience of managing Special Educational Needs (SEN/Learning Disabilities and Difficulties (LDD) provision in mainstream schools/special schools	✓		Application form and at interview.
Ability to plan effectively from a range of evidence regarding school improvement.	✓		Application form and at interview.
Understanding of educational development of pupils.	✓		Application form and at interview.
In-depth understanding of assessment theory and practice.	✓		Application form and at interview.

Understanding of effective teaching and learning strategies.	✓		Application form and at interview.
Knowledge and understanding of the fundamental importance of personalised learning.	✓		Application form and at interview.
Ability to develop the curriculum within a context of educational change.	✓		Application form and at interview.
Evidence of the ability to embrace and manage change.	✓		Application form and at interview.
Successful establishment of links with the local community and external partners.	✓		Application form and at interview.
Personal and Professional Skills and Attributes:			
Outstanding leader, committed to distributive leadership and teamwork.	✓		Application form and at interview.
Evidence of being an outstanding classroom practitioner.	✓		Application form and at interview.
A passionate commitment to the academic, personal and social development of children and families.	✓		Application form and at interview.
Approachable and supportive.	✓		Application form and at interview.
Excellent interpersonal, communications and organisational skills.	✓		Application form and at interview.
Ability to involve and maintain strong and positive relationships with the whole Academy community.	✓		Application form and at interview.
Actively seeking new approaches, ideas and challenges. Be willing to be innovative and to take risks.	✓		Application form and at interview.
Ability to think and act strategically.	✓		Application form and at interview.
Other:			
Must satisfy relevant employment checks	✓		Documentary evidence
Requirements from confidential references:			Essential
Written reference(s) only			✓
Confirmation of professional and personal knowledge, skills and abilities			✓
Positive recommendation from current employer			✓

The Greenwood Academies Trust will require the appointed candidate to gain satisfactory relevant background checks in accordance with safer recruitment guidelines; this will include an Enhanced (with Barred) Disclosure check.