



NAME:

SALARY: Leadership Scale L8-L12

DATE: September 2017

Accountable to: The Executive Headteacher

Accountable as a team for: Students, Teaching Staff and Support Staff

Purpose of the post:

- 1 To lead all staff and students as a full extended member of the senior leadership team
- 2 To lead the staff and students within their subject to deliver excellence of achievement
- 3 To lead all aspects of area organization, administration, usage of human and physical resources, to support excellence
- 4 To be responsible for ethos, culture, behaviour and safety across their area

Key Responsibilities

Strategic direction and development of the School

- To lead the students, staff, parents and community in their subject and across the wider school
- To be a member of the Senior Leadership Team and attend regular meetings of this team

Leading the Subject

- To dynamically and pro-actively lead their area
- Deliver excellence in achievement
- To ensure that the Executive Headteacher, SLT and Governing Body are well informed about policy, plans, priorities and outcomes for all aspects of their area
- To work collaboratively with parents, carers and multiple agencies (as required) to deliver their subject

SLT

As a member of the Senior Leadership Team you will share a team approach to developing the vision, strategic planning, leadership and management of the school, ensuring improvement plan priorities are addressed. Effective team building, communication and feedback are of paramount importance.

- 1 You will be involved in the decision making process and advising the Executive Headteacher and Governors on policy making and evaluation across all school issues.
- 2 You will have a high profile with staff, students and parents, actively reinforcing the positive ethos of the school.
- 3 You will work with SLT colleagues to establish monitoring systems so that review, evaluation and target setting are effectively conducted and lead to improvements in the quality of learning and teaching and the achievement of students.
- 4 You will continue to develop the use of new technologies as learning and management tools.
- 5 You will act as a classroom teacher for a proportion of your timetable.
- 6 You will substitute for the Executive Headteacher at his request.
- 7 You will have specific areas of responsibility which may change according to the needs of the school, SLT and the individual.



General

- To undertake such other duties from time to time as directed by the Executive Headteacher in line with the developing needs of the school and in relation to the school teachers' pay and conditions document
- To undertake duties in compliance with the school teachers' pay and conditions document and with the school's policies or adopted policies.

Whole School responsibilities	Ethos <ul style="list-style-type: none">• To play a full part in the life of the school's community, to support its distinctive mission and ethos and to encourage students to follow this example• Set a good example in terms of punctuality and attendance.• To promote actively the academy's policies and procedures• Uphold Summerhill School's professional dress code
	General <ul style="list-style-type: none">• Be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.
	Meetings/Training <ul style="list-style-type: none">• Attend department meetings• Attend staff meetings and Inset as required• Attend staff briefings• Undertake appraisal/training/mentoring• Attend parents' evenings and Open Evening
	<ul style="list-style-type: none">• Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified• Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.• Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers
This job description is current at the date shown, but following consultation with you, may be changed by the Executive Headteacher to reflect or anticipate changes in the job which are commensurate with the salary and job title.	
All staff are required to have an enhanced disclosure in accordance with the Protection of Children Act 1999.	

Executive Headteacher:

Date:

Member of staff:

Date: