



## **Job Description**

**Post:** Head of Academy  
**Salary Range:** Leadership scale 12 - 16  
**Responsible to:** The Executive Principal, CEO – Delta and the Local Governing Body.

### **1. PURPOSE OF THE JOB**

To be responsible for all aspects of the internal organisation, professional leadership, management and control of the school and for leading supervision over teaching and support staff in accordance with Instrument of Government.

### **2. IN RELATION TO THE STATUTORY REQUIREMENTS**

The appointment is subject to the current conditions of employment for Teachers contained in The School Teachers' Pay and Conditions Document, the School Standards and Framework Act 1998, the required standards for Qualified Teacher Status and other current education and employment legislation.

### **3. DUTIES AND RESPONSIBILITIES**

#### **A. STRATEGIC DIRECTION AND DEVELOPMENT OF THE SCHOOL**

Working with the Executive Principal and the governing body, to develop a strategic view for the academy in its community, analyse and plan for the future needs and further development of the academy within the local, national and international context. In particular:

- i. to formulate overall aims and objectives for the academy and policies for their implementation;
- ii. to lead by example, provide inspiration, motivation and embodiment for the pupils, governors and parents, of the vision, purpose and leadership of the academy;
- iii. to create with the Executive Principal an ethos and provide educational vision and direction which secure effective teaching, successful learning and achievement by pupils and sustained improvement in their spiritual, moral, cultural, mental and physical development, and prepare them for the opportunities, responsibilities and experiences of adult life;
- iv. secure the commitment of parents and the wider community to the vision and direction of the academy.
- v. to create with the Executive Principal and implement a strategic plan, underpinned by sound financial planning, which identifies priorities and targets for ensuring that pupils achieve high standards and make progress, increasing teachers' effectiveness and securing school improvement;

- vi. to ensure that all those involved in the academy are committed to its aims, motivated to achieve them, and involved in meeting long, medium and short term objectives and targets which secure the educational success of the academy;
- vii. to ensure that the management, finance, organisation and administration of the academy, to support its vision and aims.
- viii. to ensure that policies and practices take account of national, local and academy data, and inspection and research findings;
- ix. to monitor, evaluate and review the effects of policies, priorities and targets of the academy in practice and take action if necessary.
- x. to ensure a commitment to safeguarding and promoting the welfare of children and young people.

## **B. TEACHING AND LEARNING**

To work with the Executive Principal and governing body to secure and sustain effective teaching and learning throughout the academy and to monitor and evaluate the quality of teaching and standards of pupils' achievement, using benchmarks and setting targets for improvement:

- i. to create with the Executive Principal and maintain an environment and a code of behaviour and conduct which promotes and secures good teaching, effective learning, high standards of achievement, good behaviour and discipline, and which enable teachers to meet the standards set out in the professional development framework;
- ii. to determine, organise and implement the curriculum and its assessment, and to monitor and evaluate them in order to identify and act on areas for improvement;
- iii. to ensure that effective, appropriate pastoral support is available to pupils;
- iv. to ensure that pupils develop skills in order to learn more effectively and with increasing independence;
- v. to monitor and evaluate the quality of teaching and standards of learning and achievement of all pupils, including those with special educational or linguistic needs, in order to set and meet challenging, realistic targets for improvement; to ensure proper standards of professional performance are established and maintained;
- vii. to ensure that the academy complies with the statutory requirements that promote equal opportunities for all
- viii. to develop effective links with the community, including business and industry, to extend the curriculum and enhance teaching and learning;
- ix. to create and maintain with the Executive Principal an effective partnership with parents to support and improve pupils' achievement and personal development.

## **C. LEADING AND MANAGING STAFF**

To lead, motivate, support, challenge and develop staff to secure improvement:

- i. to maximise the contribution of staff to improve the quality of education provided and standards achieved and ensure that constructive working relationships are formed between staff and pupils;
- ii. to plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities in a manner consistent with their conditions of service, ensuring a reasonable balance for each teacher and other members of staff, in work carried out in school and work carried out elsewhere;
- iii. to participate, as appropriate, having regard for other duties, in the teaching of pupils at the academy;
- iv. to consider the extent to which the Principal's duties may be delegated to any deputy or assistant Principal;
- v. to arrange for a Deputy / Assistant Principal or other suitable person to assume responsibility for the discharge of the Principal's functions at any time when the Principal is absent from academy;
- vi. to ensure that communication channels exist in academy enabling all staff to receive information they need in order to carry out their professional duties effectively;
- vii. to motivate and enable all staff in school to carry out their respective roles to the highest
- viii. standard, through high quality continuing professional development based on assessment of needs;
- ix. to sustain their own motivation and that of other staff;
- x. to implement and sustain effective systems for the management of staff performance, incorporating appraisal and targets for teachers, including targets relating to pupils' achievement;
- xi. to participate in arrangements for Teachers performance management;
- xii. to ensure that trainee and newly qualified teachers are appropriately trained, monitored, supported and assessed in relation to the standards for Qualified Teacher Status, the Career Entry Profile and standards for induction;
- xii. to ensure that professional duties and conditions of employment as set out in the School Teachers' Pay and Conditions document are fulfilled.

## **D. EFFICIENT AND EFFECTIVE DEPLOYMENT OF STAFF AND RESOURCES**

To deploy people and resources efficiently and effectively to meet specific objectives in line with the academy's strategic plan and financial context:

- i. to work with the Executive Principal, governors and senior colleagues to recruit staff of the highest quality available
- ii. to prepare and consult with staff regarding job descriptions;
- ii. to work with senior colleagues to deploy and develop all staff effectively in order to improve the quality of education provided;
- iii. to work with the Executive Principal, advising the governing body and implement decisions in relation to staffing;
- iv. to work with the Executive Principal, advising the governing body on the adoption of effective procedures to deal with the competence and capability of staff;
- v. to work with the Executive Principal, advising governors on appropriate priorities for expenditure, allocation of funds and to ensure effective administration and control;
- vi. to manage and organise accommodation efficiently and effectively, to ensure that it meets the needs of the curriculum and health and safety regulations;
- vii. to make arrangements, if so required, for the security and effective supervision of the academy buildings, contents and grounds, ensuring that any lack of maintenance is reported to the maintaining authority.
- ix. to undertake responsibilities as defined in Delta's Health and Safety policy, and / or such Health and Safety Policy as the governing body may have determined.
- x. to ensure that appropriate risk assessments are undertaken before sanctioning any participation in any potentially hazardous activity.
- xi. to manage, monitor and review the range, quality, quantity and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money.

## **E. ACCOUNTABILITY**

To be accountable for the efficiency and effectiveness of the academy to the Executive Principal, governors, including pupils, parents, staff, local employers and the community:

- i. to provide information, objective advice and support to the governing body to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement, and for achieving efficiency and value for money;
- ii. to report to the governing body on the discharge of the Head of Academy functions and the affairs of the academy;
- iii. to create and develop with the Executive Principal an organisation in which all governors and staff recognise that they are accountable for the success of the school;

- iv. to present a coherent and accurate account of the academy's performance in a form appropriate to a range of audiences, including parents, governors, the local community, OFSTED, and others, to enable them to play their part effectively
- iv. to ensure that parents and pupils are well-informed about the curriculum, attainment and progress, and about the contribution that they can make to achieving the school's targets for improvement.
- vi. to consult with the Executive Principal and report to the governors annually on the performance management of teachers at the school in relation to the School Teachers Pay and Conditions Document.
- vii. to provide information about the work and performance of staff where it is relevant to their future employment.
- viii. To ensure the academy website is maintained with up to date information for all relevant stakeholders.

## PERSON SPECIFICATION

### Head of Academy

	Essential	Desirable
<b>KNOWLEDGE/QUALIFICATIONS</b>		
Graduate with Qualified Teacher Status	*	
Achieved NPQH		*
Up to date knowledge in subject, national policy, pedagogy, classroom management strategies, research/inspection findings and statutory requirements	*	
Comprehensive knowledge of performance management requirements in an educational context	*	
Knowledge of the professional teaching standards	*	
<b>EXPERIENCE</b>		
Experience of senior management at assistant or vice principal level	*	
An excellent classroom practitioner with the highest expectations for the welfare and progress of all students	*	
Have a thorough understanding of curriculum development	*	
Experience of monitoring and improving the quality of teaching and learning	*	
Proven experience of developing good working relationships with all stakeholders	*	
Proven experience in the analysis of performance data for the purposes of target setting and evaluation	*	
Have experience of strategic planning	*	
Have a proven commitment to excellent and respectful behaviour from the whole academy community	*	
<b>SKILLS</b>		
Demonstrable ability to work effectively in a wide range of partnerships to achieve academy improvements	*	
Proven ability to lead and manage significant whole academy initiatives	*	
Excellent management, motivational and communication skills	*	
Lead, manage and co-ordinate staff through an effective team based approach	*	
Ability to understand complex organisations and work with clearly defined line management and supervision structures	*	
Ability to monitor and evaluate the work of others; to offer support and intervention where necessary	*	
<b>BEHAVIOUR AND OTHER RELATED CHARACTERISTICS</b>		
Commitment to raising standards and achieving the highest standards of achievement for young people	*	
Ability to work on own initiative and be pro active	*	
Work in ways that promote equality of opportunity, participation, diversity and responsibility	*	
A commitment to abide by and promote the Academy's Equal Opportunities, Health and Safety and Child Protection Policies	*	
A commitment to Safeguarding and promoting the welfare of children and young people	*	
The post holder will require an enhanced DBS	*	