

## Job Description

### Post: Senior Leader Designate

*This role is line managed by an Executive Principal and the post-holder will be answerable to the Governing Council via a Local Governing Body.*

## Purpose

To provide highly effective professional and expert leadership and management of the Dixons 6<sup>th</sup> Form Academy (opening through the Free School mechanism)

To achieve success, Senior Leaders will:

- provide clarity of the Trust vision, ethical leadership and certainty of direction for all
- communicate passion for learning and moral purpose
- create a safe and productive learning environment which is engaging and fulfilling for all students
- be able to lead and influence young people of this age-group
- effectively contribute to leadership teaching and learning
- promote excellence, equality and high expectations of all students
- contribute to the evaluation of the academy's performance and identify priorities for continuous improvement
- secure the support and commitment of parents and the wider community
- ensure all students go onto a university of their choice or employment with training and career advancement opportunities
- aim to provide an outstanding sixth form education, competing with top national institutions by all performance measures
- have a strong understanding of how to prepare young people for university and the world of work
- believe whole-heartedly that all learning barriers are surmountable

## Duties and Responsibilities

### Empowered to lead

- Work with the Head of School and other key stakeholders to ensure the academy vision is clearly articulated, shared, understood and acted upon effectively by all.
- Work within the academy community to translate the vision into agreed objectives and operational plans, which will lead to securing the very best outcomes for learners.
- Demonstrate the vision and values in everyday work and practice and inspire others to play a role in the leadership of them.
- Support the production and implementation of clear, evidence-based improvement plans and policies for the development of the academy and its facilities.
- Develop and present a coherent, understandable and accurate account of the academy's performance to a range of audiences including staff, governors and parents.
- Ensure that, whilst developing an autonomous culture and unique Trust vision for the academy, policies and practices take account of the national picture.
- Manage and organise the academy environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
- Work collaboratively with the other Senior Leaders to provide the very best educational experience for our students.

### High expectations

- Develop a positive climate and an academy ethos of high autonomy, high challenge and high accountability.
- Implement strategies that secure high standards of student conduct and attendance.

- Develop a common culture which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Demonstrate and articulate high expectations and set stretching targets for the whole academy community through the performance management cycle.
- Ensure challenge and support in equal measure so all are inspired to be the best they can be.
- Ensure a consistent and continuous academy-wide focus on achievement, where all teachers take responsibility for using data and expecting every student to achieve outcomes above the national average.
- Provide a challenging curriculum, both formal and informal, which allows students the opportunity to compete for places at the best universities.
- Provide the most up to date CEAIG so that students are fully-equipped to make the right decisions about their future pathway, always challenging them to aspire to be the best they can be.
- Ensure all tutors and sixth form leaders are fully up-to-date with all aspects of the UCAS system and establish links with Russell Group universities.

#### **Values-driven**

- Ensure credibility by constantly leading by example, maintaining high visibility and approachability by all.
- Demonstrate integrity and treat people fairly, equitably and with dignity and respect to create and maintain a positive academy culture.
- Ensure that a climate of hard work and ambition is fully embedded.
- Work to safeguard and protect children, in collaboration with other agencies as appropriate.

#### **Choice and commitment**

- Ensure the vision and values of the academy are articulated so that there is full buy-in from 16-19 learners, staff and parents.
- Build a collaborative learning culture within the academy and actively engage with other Dixons academies to build an effective learning community.
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- Manage own workload and that of others to allow an appropriate work/life balance.
- Constantly challenge and support students and reflect back both the element of choice yet importance of commitment as a foundation for an effective work place.
- Create and maintain an effective three-way partnership with students, parents and carers to support and improve students' achievement and personal development.

#### **Highly professionalised staff**

- Support the Head of School to recruit and retain staff fully aligned to the vision and the values of the academy.
- Develop and maintain effective strategies and procedures for staff induction and continuous professional development.
- Ensure individual staff accountability is clearly defined, understood and agreed and is subject to rigorous review and evaluation.
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- Regularly review own practice and set personal targets, taking responsibility for own personal development.

#### **Relentless focus on learning**

- Ensure that a passion for learning is at the centre of strategic planning and resource management.
- Monitor, evaluate and review classroom practice and promote improvement strategies.
- Ensure that the range, quality and use of all available resources improve the quality of education for all students and provide value for money.
- Ensure a range of real-world learning experiences.

***This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.***