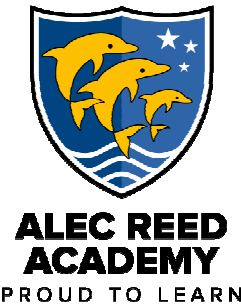


Name		<h1>Alec Reed Academy</h1> <h2>Job Description</h2>
Post No.		
Date drafted	October 2013	
Date reviewed	January 2018	
		<p>The purpose of this Job Description is to set out in general terms the management, purpose and responsibilities of a specific job at ARA.</p> <p>It is not intended to be a comprehensive listing of every task that a ARA employee might be called upon to undertake.</p> <p>Neither is it a legal document, although it may be referred to in Contracts of Employment.</p>
<h3>MANAGEMENT DETAILS</h3>		
Job Title	Head of Primary Phase	
Location/work base	Primary Phase	
Grade	L16-25	
Reporting to:	The Governing Body through the CEO	
Line Manager:	The CEO	
Posts directly supervised:	All primary staff	
Staff or contractors indirectly supervised	Primary Supply Staff	
<h3>THE MAIN PURPOSE OF THE JOB</h3>		
<p><b>Purpose:</b> To lead and manage the Primary Phase.</p> <p><b>Targets:</b> To be agreed upon appointment and updated as part of annual cycle of Appraisal and review.</p>		

## Specific Duties and Responsibilities:

### **(a) Strategic direction and development of the school, to:**

- Lead by example and provide inspiration and motivation to the school community
- Generate vision, ethos and policies for the Primary Phase which promote high levels of achievement and meet equality objectives
- Contribute to the creation of the Academy Improvement Plan improvement plan leading on the production of the Primary Phase ensuring that aspects are underpinned by sound financial planning, within the national and local context, which identifies priorities and targets for ensuring that pupils achieve high standards and that teaching is effective
- Support all staff in achieving the priorities and targets which the Primary Phase sets within the Academy, providing them with the motivation to support its aims
- Ensure that the management of the Primary Phase supports the Academy's policies, its vision and aims
- Monitor and review all aspects of attainment, priorities, targets and policy and take necessary action
- Ensure that Academy policies are promoted, understood and followed by staff with particular emphasis on safeguarding, child protection, systems and procedures
- Act in the capacity of Designated Safeguarding Lead for the Primary Phase

### **(b) Teaching and learning to:**

- Create an environment which secures effective learning across the breadth of the National Curriculum which is exciting and creative and promotes high standards of achievement, behaviour and discipline
- Determine and organise the curriculum and monitor and evaluate its effectiveness
- Monitor the quality of teaching and pupil attainment and achievements including analysis of performance data in conjunction with the CEO & Principal
- Develop links with parents, other schools, educational establishments and the wider community, in order to enhance teaching and learning and pupils' personal development
- Create an effective partnership with parents and the wider community and further develop opportunities within the Primary Phase linked to our work as an Extended School Academy-wide
- Contribute, as appropriate, to the teaching in the school, modeling best practice and sharing expertise

### **(c) Leading and managing staff, to:**

- Develop positive working relationships with and between all staff and governors
- Plan, evaluate and support the work of groups of staff, delegate appropriately and clearly and evaluate outcomes
- Enable staff to develop expertise in their respective roles through the identification of needs, ensuring an effective programme of access to continuing professional development in conjunction with the CEO & Principal
- Enable Appraisal systems to operate effectively and to engage with Appraisal requirements of staff in conjunction with the Principal and the CEO & Principal
- Sustain personal and staff motivation

### **(d) Effective deployment of staff and resources, to:**

- Work with the Principal, HR department, governors and colleagues to recruit high quality staff
- Ensure that all staff understand their respective roles and responsibilities
- Deploy and develop staff to make the most effective use of their skills, expertise and experience and to ensure the effective management of the Primary Phase
- Manage and organise the use of the school accommodation efficiently and effectively
- Manage and organise relevant groupings of children to ensure effective teaching and learning takes place and that children's personal development needs are met
- Establish priorities for expenditure and monitor the effectiveness of spending in conjunction with the Academy's Director of Finance & Resources
- Monitor the use of resources with a view to achieving value for money within the Primary Phase's financial context

### **(e) Accountability, to:**

- Provide information and advice to the governing body so that it can meet its responsibilities and ensure proper accountability throughout the school
- Create an ethos in which all staff recognise their accountability
- Account for the Primary Phase's performance to internal and external agencies through the analysis of performance data and appropriate reporting; the use of such analysis to inform planning at all levels
- Provide relevant information about all aspects of the Primary Phase to parents, the community and other interested parties
- Ensure that the Primary Phase meets all legal requirements in relation to equal opportunities legislation and that the Primary Phase operates in the spirit of the law as well as to the letter
- Ensure that the Primary Phase complies with all statutory requirements relating to the provision of education and other relevant legislation, eg The Children Act
- Take reasonable care for the health & safety of yourself and others who may be affected by their work and to co-operate with the governing body and its management to enable them to maintain a safe and healthy work place.