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**Job Description**

**POST TITLE: Head of School**

**SALARY: Competitive**

**PURPOSE OF THE ROLE:**

• To provide outstanding leadership and direction for the Academy, ensuring great pupil outcomes are achieved sustainably, and annual performance targets are met.

• The Head of School will work with the Birmingham Cluster Collaborative Leader to drive an exciting programme of school improvement.

* The Head of school will be part of a regional team led by the Regional Education Director.

• To have core responsibility for teaching and learning, curriculum development, developing teaching staff and creating a culture of safety and happiness within the academy. They will not have responsibility for operational management of the academy, including: budget management, estates management or ICT.

• The Head of School will work with other E-ACT academies within the region and Trust, to enable and support the sharing of good practice within the Trust, with a strong focus on the quality of teaching and learning.

• The Head of School is accountable is responsible for creating a productive learning environment which reflects E-ACT’s ethos.

**KEY ACCOUNTABILITIES:**

The Head will be expected to lead in the following four areas. The activities listed below indicate what success in the area will look like:

1. **Teaching & Learning**

Lead by example - with integrity, creativity, resilience, and clarity - drawing on your own scholarship, expertise and skills, and that of those around them.

Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.

**2. Curriculum development**

• Ensure that your academy has in place an engaging and inspiring curriculum that is appropriate for the cohort of children

• Review and assess each subject area within your academy to ensure that the current offer is appropriate to the current student cohort, and that it will have maximum impact on outcomes

• Ensure that appropriate transition phases are included within all curriculum plans and models

• Ensure that 100% of assessments are completed with integrity and fully compliant to examination body requirements – at all key stages

• Ensure effective internal and external moderation arrangements are in place in your academy

• Demand ambitious standards for all students, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on students’ outcomes.

• Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.

• Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.

**3. Culture**

• Ensure that you and all teaching staff within the academy think big, do the right thing and develop and nurture a positive team spirit

• Ensure that there is a safe and happy culture within your academy, adhering to outstanding safeguarding practice, pupil behaviour and attendance.

• Regularly hold your teachers to account to ensure that they and their teams are being the best they possibly can be. This will include honest and sometimes hard conversations and will need to be guided by doing the right thing.

• Develop effective relationships with all stakeholders

i. Ensure that regular all staff meetings are held and positively contributed to

ii. Ensure that your academy establishes positive relationships with its local community

iii. Ensure that you work effectively and closely with your Academy Ambassadorial

Advisory Group

that there is an effective communication channel between you and the national team

• Establish a culture of leadership development amongst all of your teaching staff.

• Ensure that the achievements of pupils and teaching staff are properly recognised and celebrated on a half-termly basis as a minimum, and ensure that your academy positively contributes and takes part in the regional celebration events which will lead to an annual national celebration event.

• Develop effective relationships with fellow professionals and colleagues within the Trust and in other public services to improve academic and social outcomes for all children.

**4. Standard Operating Procedures**

• Fully engage in the defined academy Raising Achievement Board process, providing honest feedback on how your academy is performing, its strengths and its weaknesses. Ensure that all paperwork submitted is of a high quality and on time.

• Ensure that you adhere to the E-ACT Scheme of Delegated Authority

• Manage all educational risks within your academy effectively, ensuring that all required mitigations are in place

• Be responsible for safeguarding within the Academy, and working with RODs to ensure that Safer Recruitment procedures are adhered to for every appointment. Headteachers will be expected to complete Safer Recruitment training at least every two years.

• Work effectively with your Regional Operations Director to ensure that the educational requirements of the academy can be financially met