
	<p style="text-align: center;">HEADTEACHER</p> <p style="text-align: center;">JOB DESCRIPTION</p>	
<p>Date: October 2019</p>		

Job Title: Head of Lea Valley Academy
 Start Date: January 2020
 Location: Lea Valley Academy, Bullsmoor Lane, Enfield, Middlesex, EN3 6TW
 Responsible to: Board of Trustees, via the Chief Executive
 Salary: L33-39 (Outer London)

Purpose:

To support the Board in the efficient and effective delivery of the school's strategic aims and business plan, to uphold the school's values and to provide strategic and operational leadership across the organisation.

This post is to lead Lea Valley Academy but the Trust reserves the right to deploy staff to any of the schools that make up the Trust

Key accountabilities

Strategic Educational leadership and Performance Management:

- Provide inspirational, strategic and professional leadership both internally and externally focused, to ensure the continuing growth and success of Lea Valley Academy as a place of outstanding achievement for all.
- Being a visible head of the Academy, who is well known by students, staff and parents
- Support the Chief Executive and the Board in the formulation and development of strategy and ensure that all decisions made are implemented.
- Responsible for the continuous improvement of educational standards, equality of access and achievement for all.
- Enable Lea Valley Academy to articulate its philosophy, strategy and policies; ensuring that these are consistently applied across all areas.
- Provide strategic leadership by ensuring that critical evaluation of performance secures high standards that are continually improving and that under achievement is rigorously challenged should it exist.
- Provide strong and effective leadership, vision and strategic direction to staff to achieve the highest levels of performance and ensure a culture of continuous improvement.
- Hold the staff to account for all aspects of achievement and well-being of students and the opportunities offered to them.

<ul style="list-style-type: none"> • Develop and expand the school in response to its vision and national and local initiatives. • Lead in the planning and development of the strategic plan to ensure that aspirations and educational standards continue to rise across all areas.
<p>Financial Accountability:</p> <ul style="list-style-type: none"> • As Accounting Officer, ensure robust systems are in place so that the funds available to Lea Valley Academy are used properly, efficiently and effectively. • Take personal responsibility for propriety and regularity in the management of public funds and in the day-to-day operations of the organisation. • Development and management of a Lea Valley Academy risk register including finance, safeguarding and reputation management.
<p>Operations:</p> <ul style="list-style-type: none"> • Drive the recruitment to appoint highly motivated personnel to create exceptional teams that achieve transformational change and deliver outstanding educational outcomes. • Ensure the planning, development and implementation of an effective resource strategy so that money and resources are used efficiently and effectively. • Provide direction and management oversight to all Lea Valley Academy operations, including overall accountability for safeguarding and security. • Take responsibility for the safety, health and environmental performance of the school. • Ensure that Lea Valley Academy reflects a vibrant and inclusive ethos which actively values and promotes diversity, unity and community cohesion, and supports students to become successful integrated citizens. • Actively challenge and address discrimination where it exists.
<p>Relationships with the Chief Executive and Board of Trustees:</p> <ul style="list-style-type: none"> • To be accountable to the Chief Executive and to work constructively and collaboratively with the Chief Executive to drive school improvement in line with the Trust's aims and objectives. • Develop and deliver, in conjunction with the Chief Executive and the local governing body and senior staff, the vision and aims of the school to create high standards of learning in all aspects of its work. • Provide leadership to identify and build relationships with external stakeholders to enable the ongoing development of Lea Valley Academy. • Establish and maintain an appropriate working relationship with the Chief Executive and Chair of the Board. • Ensure the continuing engagement and involvement of Board of Trustees to further the vision and aims of the school. • Work effectively across the full range of external stakeholders, external agencies, funding and regulatory bodies.

Communication:

- Ensure appropriate reporting to the Chief Executive and Board of Trustees on progress.
- Ensure that an effective internal and external communications strategy is in place.
- Communicate effectively with academy staff, students, parents and governors.
- Represent Lea Valley Academy effectively to key external partners, the media and the public.

Confidentiality:

- Ensure that confidentiality is maintained in line with agreed policies and protocols.
- Comply with Trust policies and procedures on safeguarding and child protection