

# Harrogate High School

## HEAD of ACADEMY

### JOB DESCRIPTION

## Grade: Group 6 (Leadership range L25 to L30)

The Head of Academy (HOA) must be an exceptional strategic leader who is able to develop and articulate with clarity the vision, values and ethos of Harrogate High School and who will truly inspire and empower others to share in achieving it.

The Head of Academy is accountable, and takes responsibility for, establishing a school that provides an exceptionally high standard of education for all its pupils. They must be able to work strategically, both with their local governing body and also helping to shape and set the direction of the Trust as whole. At the same time they must enjoy being hands-on, spending quality time with students, staff and the wider school community.

The Head of Academy must be able to create and sustain a highly effective safeguarding culture across the school community.

## Roles and responsibilities

### General

- To execute all the functions and responsibilities of a Head of Academy working for Northern Star Academies Trust (a Company Limited by Guarantee with charitable status).
- Develop a vision for the school with the CEO and local governing body (LGB) that sets out a clear road map for continual school improvement through inspirational and motivational leadership, clear strategic direction, high standards and measurable targets.
- Implement and coordinate the vision, ethos and strategy for the school in all aspects of its provision.
- Act as an ambassador, inspiring and empowering others within the school and across the Trust, whilst maintaining a high standard of personal integrity and professional conduct.
- Leadership of all external relationships, including within the Harrogate High School community, and other stakeholders.
- Work with the Local Governing Body to ensure that strong governance and ethical behaviour is upheld.
- Work to the agreed delegations with the Trust board and contribute to the overall strategic and operational direction of NSAT.

## Leadership, strategy, ethos and culture of the organisation

- Set a clear vision of, and lead, the ethos, development and success of the school and communicate this effectively to NSAT, stakeholders and potential staff recruits.
- Ensure the school's strategic plan is implemented to the greatest possible extent and instil an ethos and culture of high expectations in every aspect of academy life.
- Ensure the school acts in compliance with relevant legislation and guidance at all times.
- Provide dynamic, consistent and motivational leadership.
- Ensure that there are high levels of effective communication across the school so that all members of staff receive the relevant information to carry out their professional duties.
- Help create workable structures and systems for the school, and evaluate their effectiveness in delivering pupil progress in relation to teacher views, assessments and external accountability data.
- Ensure that the assessment and progress measures within the school are accurate and consistent, with a clear, collectively-agreed approach that staff fully own and understand.
- Develop open and transparent partnerships with other local schools and the local authority.
- Manage risk, including setting, and manage risk appetite, tolerance and mitigating strategies.



## Accountability, Performance Management and Progression

- Oversee performance management practices to ensure all staff across the school are motivated and able to carry out their respective roles to the highest standard.
- Take responsibility for the overall development and training of the schools' staff, ensuring they are given opportunities for their own CPD alongside statutory and whole-school training.
- Ensure there is a healthy and positive culture among staff of all levels, where opinions can be shared and concerns voiced – make sure appropriate measures are in place to allow this.
- Line manage members of the Senior Leadership Team and any other relevant individuals.
- Regularly review the progress of the school, liaising with the LGB, and take action as necessary to ensure that progress and improvement is delivered and maintained.
- Conduct rigorous quality assurance, identifying common themes and, where necessary, utilising expertise and resources from within the Trust and Teaching School to strengthen school improvement.
- Promote excellence in teaching and learning and ensure a continuous and consistent school-wide focus on pupils' achievement.
- Ensure there is a culture of support and advice across the school, where knowledge is shared for the benefit of pupils and staff.
- Help provide, alongside senior staff, career pathways and avenues of progression – particularly for junior members of staff.
- Identify emerging talent and create systems for emerging leaders to have leadership roles across the school.
- Look to enrol on a training or professional development programme that would increase knowledge and expertise, and benefit the Trust.
- Ensure robust operational systems are in place that support the academy's efficient functioning.
- Through the Finance and Premises function, oversee the Trust finance, facilities, catering and resources across the academy.

## Health & Safety

- Take overall responsibility for the health and safety responsibilities of the employer ensuring that appropriate advice and training is available in the schools and that statutory requirements are met.

## Equalities

- Ensure there is absolute equality, equity and fairness across the school, where hard work is recognised and rewarded – regarding both staff and pupils.
- Ensure services are delivered in accordance with the aims of the single equalities scheme and that staff across the school develop their understanding of equality issues.

## Other

- Undertake any other professional duties as directed by the CEO and the Chair of the Local Governing Body.
- Undertake any other responsibilities as directed by the Chief Executive Officer and the Chair of the Local Governing Body.