|  |  |
| --- | --- |
|  | **Tudor Grange Academy** **College Leader****Job Description** |
| **Core Purpose** |
| Lead, support and have responsibility for the college team and students from induction to the end of year 11, thereby establishing:* A positive college, and therefore Academy, identity and ethos
* A culture that celebrates and promotes achievement in all aspects of college and Academy life
* Effective student support and monitoring
* The essential routines, skills and knowledge for future academic success
* The role of the tutor as the personal and academic mentor
* A spirit of healthy competition
 |
| **Core Leadership qualities**  |
| * Clear and consistent vision and values
* Outstanding practitioner
* Ability to motivate and empower others, raising standards in teaching and learning across the Academy
* Have a positive attitude to continuous improvement
* Leading by example
* Flexible leadership styles
* Support staff to work confidently and effectively within the curriculum team and within the classroom
* Clear and consistent communication skills
* A willingness to embrace change and recognise new educational developments
 |
| **Specific Responsibilities**  |
| **This list is not meant to provide a narrow definition of specific responsibilities but to serve as guidance.*** Strategic responsibilities as outlined with the Academy Principal in line with other College Leaders
* Subject(s) line management, depending on which College
* Create a college identity which has a clearly defined Academy ethos
* Create and maintain an agenda of success and achievement for the college
* Ensure that teachers are able to focus upon the core business of raising standards and achievement in the classroom
* Establish and maintain clear expectations in relation to standards, quality and achievement for both teachers and students in the college
* Provide consistent team approach to routine and discipline matters e.g. lunch duties and on call
* Main accountability for all college matters, including performance of the subject areas of the college
* Maintain an ethos of achievement for all both within the college and across the Academy
* Maximise opportunities for student voice within the college.
* Enable tutors to monitor the academic progress of their students and mentor effectively;
* Empower tutors to work confidently and effectively to support the needs of their students;
* Empower tutors to work with parents
* Provide clear channels of referral which the team has ownership of and access to;
* Establish strong college team identity, through assemblies and a pro-active support of extra- curricular activities, inter-tutor group competitions, social events, etc.
* Ensure that continued quality assurance is of the highest standard reporting back to the SLT and Principal.
* Attendance at all SLT meetings and scheduled commitment to afterschool events
* Flexibility with covering for other colleagues to allow others to upskill themselves
 |
| **Outcomes** |
| * High standards of achievement for all students
* A highly motivated and effective curriculum team
* Excellent practitioners
* Effective teamwork
* A reputation as a centre of excellence for the curriculum area
* Strong contributions to the enrichment of the curriculum offer for students
 |
| **Line Manager:**  | Principal |
| **Line Management responsibility for:** | All members of the college, both teaching and support staff  |