



Astrea Academy Trust

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# Role Profile

Astrea Academy  
Woodfields

Astrea Academy Trust

## **ROLE SPECIFICATION**

<b>Academy / Department</b>	Astrea Academy Woodfields
<b>Post title</b>	Head of Key Stage Three
<b>Responsible to</b>	Assistant/Vice Principal Behaviour and Culture
<b>Full time Salary</b>	MPS/UPS + TLR 1a £31,957 - £50,062 + £9,782
<b>Pro-Rata Actual Salary</b>	NA
<b>Working Pattern</b>	Full Time – Permanent
<b>Pension</b>	Teachers pension
<b>Working Hours</b>	Monday – Friday
<b>Line Management Responsibility</b>	Yes

## **ROLE SUMMARY**

The Head of Key Stage Three is a member of the Middle Leadership Team. As part of this team, he/she will assume responsibility for the efficient management of the daily routines of the Academy. As a member of the Middle Leadership Team, they will contribute to the evaluation, formulation and implementation of policies. The Head of Key Stage Three will take a leading role in the promotion of the Academy ethos and values, leading and managing staff and students in Year 7, 8 and 9 and monitoring progress towards the achievement of the Academy's aims and objectives. They will be expected to be an active supporter of all aspects of Academy life including events outside the normal working week.

### **Key Responsibilities and Duties**

- ★ ★ Maintaining the expectations for the Culture and Behaviour Framework in Year 7, 8 and 9.
- ★ ★ To ensure high quality academic performance of students throughout Year 7, 8 and 9
- ★ ★ To ensure effective day to day administration of routines and management of staff for Year 7, 8 and 9.
- ★ ★ To Line and performance manage pastoral staff and Student support non-teaching staff for Year 7, 8 and 9.
- ★ ★ To lead input into pastoral meetings and student support meetings for Year 7, 8 and 9.
- ★ ★ To be responsible for all matters relating to the behaviour and safety of pupils and related policies and procedures in Year 7, 8 and 9.
- ★ ★ To lead input into academic meetings that record the progress of each pupil in Year 7, 8 and 9 and contribute in making decisions around next steps in education of students.
- ★ ★ To liaise with ESW and EP services, Early Help Team, Social Care and any other relevant agencies for students in Year 7, 8 and 9.
- ★ ★ To undertake the training for DSL and to work with the DSL for the academy, ensuring the safeguarding of students in Year 7, 8 and 9.
- ★ ★ Lead the student disciplinary system in Year 7, 8 and 9, including behaviour

management, rewards & sanctions, and exclusions

- ★\* Contribute to the statutory compliance and publication of Academy policies
- ★\* To oversee and monitor the standard of communication with parents regarding pastoral and disciplinary matters in Year 7, 8 and 9, promoting a positive image of the academy.
- ★\* To contribute to the Academy Self Evaluation.
- ★\* To contribute to preparation for Ofsted and any other inspections.
- ★\* Ensure effective presentation and analysis of student data for Year 7, 8 and 9, including behaviour and attendance data, the analysis of trends and performance of Year 7, 8 and 9 for presentation to SLT, the Trust and Governors.
- ★\* Completion and submission of student disciplinary reports in Year 7, 8 and 9
- ★\* To display a commitment to personal development and specific curriculum development in Year 7, 8 and 9
- ★\* To advise and assist subject and class teachers in pastoral care, and classroom management.
- ★\* To support the examinations team & curriculum leaders to ensure all external examination specifications are administered efficiently
- ★\* To liaise with the Key Stage 4 Leader ensuring continuity between key stages.
- ★\* To work with the Key Stage 4 leader to deliver any relevant developments in line with any 14-19 curriculum initiatives.

## **PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
<b>Education and Training</b>		
Qualified Teacher Status	•	
Good Honours Degree	•	
Further academic qualifications or management training for example National College	•	
<b>Experience</b>		
Evidence of outstanding teaching	•	
Personal success in delivering strong academic outcomes across Key Stage 4.	•	
Expertise in teaching throughout the age and ability range including experience of teaching Y7, Y8 and Y9	•	
Experience of leading a year group	•	
Displays excellent teaching skills with a range of strategies	•	
Evidence of a commitment to self-improvement as a professional	•	
<b>Knowledge</b>		
A thorough understanding of current educational issues	•	
An understanding and commitment to the protection and safeguarding of children and young people	•	
<b>Professional Skills</b>		
The ability to be able to communicate effectively in a range of situations and be able to adapt style and approach were necessary to achieve the desired outcome	•	
The ability to manage change effectively	•	
High level personal IT skills and the ability to use these effectively in a range of situations	•	
Ability to work under pressure and to deadlines	•	
High expectation of self and others	•	
Strong classroom management skills	•	
Excellent organisational skills	•	
Ability to establish and maintain good relationships with students, teachers and parents	•	
Energy, imagination, loyalty and personal commitment	•	
Ability to formulate clear and effective mid and long term plans	•	
Ability to inspire the trust, confidence and respect of pupils, staff and the community.	•	
<b>Personal Qualities</b>		
Confident, enthusiastic and motivated with a passion for education	•	
Commitment to self-development and continual	•	

improvement		
Strong relationship building skills with the ability to work as part of a team understanding Trust roles and responsibilities and own position within these	•	
Commitment to Diversity, Equality and Inclusion	•	
Ability to command credibility and respect	•	
Flexible and organised approach to work	•	
High levels of resilience and emotional maturity	•	
Inquisitive nature with sound problem solving skills, judgement and initiative	•	
Can-do attitude and solution focused approach with an ability to manage expectations	•	
Able to adapt to changing circumstances and new ideas	•	
High level of integrity with an ability to self-evaluate and reflect	•	
<b>Line Management</b>		
This role will have line management responsibility for others.	•	

### **GENERAL RESPONSIBILITIES**

- ★ ★ Contribute to the overall aims of the Trust and Academy Improvement Plans.
- ★ ★ Commitment to continual learning and development of skills.
- ★ ★ Behave in a manner that is professional, friendly and fair demonstrating and role modelling politeness and respectfulness.
- ★ ★ Demonstrate an excellent record of attendance and punctuality.
- ★ ★ Be aware of and comply with Trust policies and procedures including but not exhaustive of:
  - Acceptable Use of IT Policy
  - Code of Conduct
  - Keeping Children Safe in Education (KCSIE 2024)
  - Child Protection and Safeguarding Policy
- ★ ★ Work cooperatively as part of the Trust wide staff team.
- ★ ★ This role profile is not exhaustive and undertaking other duties may be required.

### **THIRD PARTY CHECK**

Is this role subject to the following checks?

Disclosure Barring Service Enhanced Check (DBS)	Yes
Section 128 (S128) check	No
Is this role a Senior Leadership Role with management responsibility for the academy?	

## **APPLICATION PROCESS**

Due to the Education sector requirements and that we must comply with Keeping Children Safe in Education (KCSIE) an application form must be completed. We are unable to accept a CV as form of application. We recognise that our application forms are comprehensive. If you have any difficulties completing, please do contact [recruitment@astreaacademytrust.org](mailto:recruitment@astreaacademytrust.org)