

**BOURNVILLE ALL THROUGH SCHOOL****JOB DESCRIPTION**  
**ASSISTANT HEAD OF ACADEMY – PRIMARY LEAD****POST HOLDER****DEPARTMENT** Bournville 4-11 Academy**RESPONSIBLE TO** Head of Academy**GRADE** Leadership Scale L13 – L17**JOB PURPOSE**

To shape and promote the professional leadership and management of the school. To shape and promote a secure foundation from which high standards of school are maintained in line with the trust ethos and priorities. Establish high quality learning experiences for all that enable children to find their 'individual brilliance'. Establish a culture that promotes excellence and high standards and high expectations for all.

(As required by paragraph 46-49 & 53 of the School Teachers' Pay and Conditions Document).

**SUPERVISORY RESPONSIBILITIES**

To whom: Head of Academy, CEO Fairfax Multi-Academy Trust (FMAT)

**GENERAL DUTIES AND RESPONSIBILITIES**

To act in accordance with the requirements of paragraphs 46-49 & 53 of the School Teachers' Pay and Conditions Document.

To undertake the professional responsibilities of a head teacher as set out in paragraph 48 of the School Teachers' Pay and Conditions Document and act within the guidance of the FMAT Leadership Standards.

To act in accordance with other legislation affecting the conduct of the school, particularly that governing health and safety matters and employment rights.

**AREAS OF RESPONSIBILITY AND KEY TASKS**

- To provide leadership for, and management of all school staff and pupils and specifically to be accountable for:
  - teaching and learning
  - behaviour and well-being
  - assessment and reporting
  - curriculum and timetabling
  - staff and resources
  - implementation of the whole school performance management procedure ensuring that there is a strong correlation between performance and pay
  - all material aspects of the school; including finance, buildings, site maintenance and IT

- To have a good practical understanding of the role of strong governance and the interlinks with school improvement.
- To be accountable for the educational performance of the school as determined by the Academy Association, Board of Directors and DfE.
- To be accountable for their performance to the Board of Directors on all matters relating to the post-holder's role and responsibilities in line with the delegation statement.
- To create a culture which supports effective learning, inspired teaching, and respectful relationships.
- To be a constructive, collaborative member of the Executive Leadership Team of the Fairfax Multi-Academy Trust (FMAT), and to model the standards and behaviours of an outstanding leader in education.

### **Leadership and Management**

- Lead and manage all school staff recruitment to ensure staff of the highest standards are attracted, selected and retained
- Ensure exemplary professionalism from all school staff
- Instil an ethos of high expectations for behaviour and achievement for all pupils
- Lead and manage staff professional development and training
- Lead and manage strategic development of the school and maintain/communicate this in the Head of Academy SEF and the School Improvement Plan
- Maintain strong working relationships with the community, agencies, and other stakeholders, including parents and the Governing Body.

### **Learning and Teaching**

- Train and support others in the teaching of engaging and effective lessons that motivate, inspire and improve pupil achievement
- Use and support others in using regular assessments to monitor progress and set targets, and respond accordingly to the results of such monitoring
- Ensure that all pupils achieve their target levels or, if below level, make significant and continuing progress towards achieving the level required
- Maintain regular and productive communication with parents, to report on progress, sanctions and rewards and all other communications
- To develop the curriculum, learning and teaching policy and associated timetable

### **School Culture**

- Maintain a strong school community, characterised by consistent, orderly behaviour and caring, respectful relationships
- Maintain a culture and ethos that is utterly committed to achievement and to developing high aspirations
- Coach, motivate and mentor staff to build a school culture of commitment, high standards and drive for success
- Develop and maintain strong partnerships and ensure regular and productive communication with parents

### **Assessment and Reporting**

- Ensure that this is effectively used, have a robust tracking and target setting system for pupils in line with national guidelines
- Ensure that regular and meaningful student progress reports are written and shared with both students and their families

**Co-Ordination and Day-To-Day Management of Facilities**

- Work alongside FMAT to oversee the school finance, facilities, catering, IT and other resources
- Ensure robust operational systems
- Work alongside FMAT to oversee staffing allocation, including support staff, across the school
- Ensure that the school can function while building work is taking place (if necessary)

**Safeguarding**

- The jobholder is expected to observe their obligations in accordance with the Safeguarding and Child Protection Policy, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person.

**People**

- Hold overall responsibility and employees within the School. The jobholder must observe their safeguarding, health and safety, confidentiality, data protection, and equality and diversity obligations, as set out in this job description.

**Financial**

- Responsible for the financial management of the School, including identifying financial risks such as cash not secured, potential theft or impropriety.

**Physical Resources**

- The post-holder will be responsible for the physical resources required to perform their role e.g., computer, software.

**Special Conditions of Employment****Rehabilitation of Offenders Act 1974**

- This job is exempt from the provisions of the Rehabilitation of Offenders Acts 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions, cautions and reprimands being considered. Any convictions, cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction, caution or reprimand, may be managed in accordance with the Disciplinary Procedure.

**Health and Safety**

- The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure of act).

**Equality and Diversity**

- FMAT is committed to equality and values diversity. As such, it is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment.

**Training and Development**

- The School has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training

and development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

### **Review and Amendment of Job Description**

This job description is normally subject to annual review. Subject to the provisions of the School Teachers' Pay and Conditions Document it may be amended at the request of the Governing Body or the Head Teacher but only after full consultation between them. It will be signed if agreement is reached.

### **Conditions of Employment**

The above responsibilities are in accordance with the School Teachers' Pay and Conditions Document in terms of duties and working time and are also subject to any local agreements and LA guidance on interpreting conditions of service.

### **Complaints**

If, following review and amendment, agreement is not reached, the appropriate procedures should be used for the settling of any disputes.

Signed: Primary Lead

Date:

Signed: Head of Academy

Date:

Signed: CEO of FMAT

Date:

**PERSON SPECIFICATION**  
**ASSISTANT HEAD OF ACADEMY (BOURNVILLE 4 – 11 ACADEMY)**

The person specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

Fairfax Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An Enhanced DBS check is required for the successful applicant.

Category	Essential	Desirable
<b>1. Qualifications/ Professional Development</b>	<ul style="list-style-type: none"> <li>▪ Degree or equivalent</li> <li>▪ Qualified teacher status</li> <li>▪ Evidence of continuing professional development</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of working with other schools/organisations/agencies</li> <li>▪ NPQH</li> <li>▪ Masters in a relevant subject area</li> </ul>
<b>2. Experience</b>	<p>Successful experience in leadership and management and demonstrating the ability to differentiate between them.</p> <p>Demonstration of a good understanding of School Improvement Planning and implementation.</p> <p>Experience of implementing Performance Management.</p> <p>Experience of partnership working with parents and the wider community including external agencies.</p> <p>Successful and varied teaching experience in appropriate phase(s), including working with children with social, emotional and mental health difficulties.</p> <p>Experience of co-ordinating family support services as appropriate.</p> <p>Ability to manage the implementation of change effectively and sensitively.</p>	
<b>3. Teaching and Learning</b>	<ul style="list-style-type: none"> <li>▪ A secure understanding of the requirements of EYFS Curriculum and the National Curriculum 2014</li> <li>▪ Knowledge and experience of a range of successful teaching and learning strategies to meet the needs of <b>all</b> pupils</li> <li>▪ A secure understanding of assessment strategies and the use of assessment to inform the next stages of learning</li> <li>▪ Experience of effective monitoring and evaluation of teaching and learning</li> </ul>	

Category	Essential	Desirable
	<ul style="list-style-type: none"> <li>Secure knowledge of statutory requirements relating to the curriculum and assessment</li> <li>Understanding of the characteristics of an effective learning environment and the key elements of successful behaviour management</li> <li>Promoting SMSC of pupils across the curriculum</li> <li>Understanding of successful teaching and learning across the entire curriculum across all key stages</li> <li>Successful experience in creating an effective learning environment and in developing and implementing policy and practice relating to behaviour management</li> <li>Some knowledge of Mastery &amp; Depth in learning</li> </ul>	
<b>4. Accountability</b>	<ul style="list-style-type: none"> <li>Ability to communicate effectively, orally and in writing to a range of audiences – e.g. staff, pupils, parents, governors</li> <li>Ability to provide clear information and advice to staff and governors</li> <li>Providing high quality, differentiated learning opportunities to all children across the school.</li> <li>Evidence of actively involving all staff, parents, Governors and the community in the life and work of the school</li> </ul>	<ul style="list-style-type: none"> <li>Experience of leading and managing effectively in an environment of high accountability</li> </ul>
<b>5. Skills, Qualities &amp; Abilities</b>	<ul style="list-style-type: none"> <li>To develop a culture of learning and set high expectations for all</li> <li>Strong commitment to the ethos and values of the Fairfax Multi-Academy Trust</li> <li>To develop and implement the vision and values for the new school</li> <li>Promote inclusivity and diversity within the framework of British Values</li> <li>To work to high professional standards, strategically and operationally, leading by example.</li> </ul>	<ul style="list-style-type: none"> <li>To maintain a clear strategic financial overview of the school</li> <li>Ability to coach and develop all school staff appropriately</li> </ul>

Category	Essential	Desirable
	<ul style="list-style-type: none"> <li>▪ To monitor, evaluate, and plan strategically for School Improvement and continuous professional development.</li> <li>▪ To manage the implementation of change effectively and sensitively.</li> <li>▪ Demonstrate the ability to manage, motivate and support individuals and teams effectively.</li> <li>▪ To deal effectively with under performance, in accordance with relevant policies and procedures.</li> <li>▪ To understand and interpret complex data to inform effective decision-making.</li> <li>▪ To demonstrate a focus on innovation, creativity and a willingness to work in a context of resource generation and appropriate risk-taking.</li> <li>▪ To demonstrate a wide range of high level communication skills including new technologies.</li> <li>▪ To use authority appropriately to maintain discipline.</li> <li>▪ To promote and foster a positive school image.</li> <li>▪ To seek and maintain effective multi-agency partnerships and collaboration, in order to share and disseminate best practice throughout the whole school and within the FMAT.</li> </ul>	
<b>6. References</b>	<ul style="list-style-type: none"> <li>▪ Positive recommendation in professional references</li> <li>▪ Good health and attendance record</li> </ul>	<ul style="list-style-type: none"> <li>▪ Professional reference without reservations</li> </ul>
<b>7. Safeguarding</b>	<ul style="list-style-type: none"> <li>▪ Bournville Academy Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ability to effectively implement personnel procedures in the management of staff, with</li> </ul>

Category	Essential	Desirable
	<p>share this commitment. An enhanced DBS check is required for all successful applicants</p> <ul style="list-style-type: none"> <li>▪ Ability to effectively implement safeguarding legislation and develop a culture of safeguarding awareness, risk assessment and management.</li> </ul>	<p>relevant knowledge of Employment Law.</p> <ul style="list-style-type: none"> <li>▪ Evidence of implementing Equal Opportunities and other legislation essential for the health, safety and wellbeing of the school community.</li> </ul>

**NB:** If shortlisted, any relevant issues arising from references will also be taken up at interview. References will be used to support the selection panel's assessment.