

## Job description: Abbey Woods Academy

Location	Abbey Woods Academy
Contract term	Permanent
Full time/term time	Full time, term time
Pay range	L6-L12 (£58,569 - £67,898)
Reporting to	Director of Education (Primary, Thames Valley)

### Job purpose

- To provide professional leadership and management of Abbey Woods Academy that will promote a secure foundation from which to achieve high standards in all areas of the school's work.
- To establish high quality education by effectively managing teaching and learning and using personalised learning to realise the potential of all pupils.
- To establish a culture that promotes excellence, equality, and high expectations to enable all pupils to succeed.
- To create a stimulating, nurturing, happy, safe, and productive learning environment that is engaging and fulfilling for all pupils.
- To provide vision, leadership and direction for the school and ensure that it is managed and organised to meet its aim and targets. Working with others, to be responsible for evaluating the academy's performance to identify the priorities for continuous improvement and raising standards.

This job description reflects the National Standards of Excellence for Headteachers (2015). These standards are built upon The Teaching Standards (2011) which apply to all teachers, including headteachers.

### Key priorities

- Quickly understanding the ethos, nature, unique qualities and strengths and areas of improvement for the school.
- Leading the operation and ongoing strategic development of the school.
- Establishing the plans, structures, systems, and processes that support the above.
- Appointing high-calibre staff.
- Promoting and supporting outstanding teaching.
- Establishing the school as the school of choice for parents in the area.

To achieve success, the post holder will:

- Provide vision, leadership, and direction.
- Effectively lead and manage teaching and learning to secure the highest possible and sustainable levels of progress and attainment.
- Promote excellence, equality and high expectations among all pupils and staff.
- Effectively and efficiently deploy resources to achieve the school's aims.
- Evaluate school performance and identify priorities for continuous improvement.
- Ensure effective and efficient day-to-day management, organisation and administration of the school.
- Secure the commitment and support of the wider community and encourage the involvement of parents and carers as well as key local community figures.

## **Main duties and responsibilities**

### **Strategic leadership**

The post holder will:

- Define vision and clear values for the academy which can be understood, communicated, and acted upon effectively.
- Work with political and financial astuteness, within a clear set of principles centered on the academy's vision and values, ably translating local and national policy into the academy's context.
- Be able to model entrepreneurial and innovative approaches to academy improvement, leadership, and governance.
- Develop an outward-facing academy capable of collaborating in partnership with other academies, schools and organisations to champion best practices and excellent outcomes for pupils.
- Lead by example – with integrity, creativity, and clarity – to inspire and influence other stakeholders to believe in the fundamental importance of education and to promote the value of education.
- Contribute to the wider work of Anthem Schools Trust.

### **Teaching and learning**

The post holder will:

- Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of ownership and accountability from staff for the impact their work has on pupils' outcomes.
- Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design.

- Challenge educational orthodoxies with relevant research and robust data analysis, to provide a world class education for the pupils.
- Shape the current and future quality of teaching profession through high-quality training, systematic approach to monitoring and sustained professional development for all staff.
- Develop strong partnerships with parents and carers to support pupils' achievement and personal development.
- Deliver an innovative curriculum based on excellence for all, whilst meeting statutory requirements and the school's and Trust's education vision. Monitor and evaluate the curriculum for both quality and value for money.
- Implement effective strategies that secure high standards of behaviour and attendance ensuring that pupils feel happy, safe, and supported, and have all barriers to their learning and progress addressed/removed
- Achieve robust systems of pastoral care and personalised learning to ensure every pupil feels valued and is known and supported during their time at the school.

## Leading and managing staff

The post holder will:

- Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
- Establish rigorous, fair, and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
- Provide effective induction, continuing professional development and performance management in line with the school's strategic plans.
- Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.
- Focus on clear succession planning by identifying emerging talents, coaching current and aspiring leaders in a climate where excellence is standard.
- Maintain, develop, and embed an organisational structure that reflects the school's values, and enables management processes to work effectively in line with Anthem Schools Trust and wider legal requirements.
- Develop, implement, and monitor clear, evidenced-based improvement plans and policies for the development of the school and its facilities.
- Foster an autonomous culture that ensures policies and practice takes account of Anthem Schools Trust policies, national and local policies and initiatives, and comply with legal requirements.
- Recruit and retain high calibre staff, deploying them appropriately within the school and the Trust, managing their workloads to achieve the school's vision and goals.

## Securing accountability

The post holder will:

- Welcome strong governance and actively support the Anthem Community Council (ACC) to understand its role and deliver internal and external accountability – in particular, its functions to monitor the implementation of the Trust’s strategy and support and challenge the Headteacher to ensure the best outcomes for all pupils.
- Present a coherent account of the academy’s performance in a form appropriate to the range of audiences, including the CEO, Executive Director of Education, Directors of Education, ACC members, Ofsted and other necessary stakeholders.
- Hold all staff accountable for their professional conduct and practice.

## **Financial, compliance and facilities management**

The post holder, assisted by the Operations Manager, will:

- Plan and manage the school’s finances and resources to ensure maximum benefit for pupils.
- Be responsible for the school site, its buildings, equipment, and grounds.
- Develop, with support from the Anthem Finance Team, the annual and projected yearly budgets for approval by the CEO.
- Set appropriate priorities for expenditure and allocation of funds.
- Ensure that the accommodation provides a positive and safe environment which promotes wellbeing and high achievement for everyone at the school.
- Manage and organise accommodation efficiently to ensure it meets the needs of the pupils and staff.
- Ensure effective administration and audit control.
- Be accountable for safeguarding, and health and safety requirements.

## **Safeguarding**

The post holder will:

- Provide a safe, calm, and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in the academy and in wider society.
- Ensure that the child protection and safeguarding policies and procedures are fully implemented and followed by all staff.
- Ensure that sufficient resources and time are allocated to enable staff to discharge their child protection and safeguarding related responsibilities effectively.

## **Partnerships**

The post holder will:

- Establish a school culture and curriculum which fulfils the vision and requirements of the local community and the vision of the school.
- Ensure learning experiences for all pupils are integrated with the wider community, and that, where possible, they are community-based.

- Seek opportunities to invite parents and carers, community figures, businesses, and other organisations into the school to enrich the school and its value to the wider community.
- Identify and develop strong partnerships and relationships with other primary schools, and local secondary schools.
- Secure strong links with other key partners who are supporting the school's development.
- Maintain and strengthen links with other Anthem schools to share best practice and to promote the development of staff through mentoring, sharing resources and collaborative working to benefit all schools.
- Collaborate with the Local Authority and other agencies to promote the academic, moral, social, emotional, and cultural wellbeing of pupils and their families.
- Work closely with Anthem and the Anthem Community Council to ensure that the development of the school is a success.
- Engage across other areas of Anthem's work.
- Contribute to the wider work of the trust.

*These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.*

*The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.*

## Person specification: Headteacher, Abbey Woods Academy

<b>Qualifications and training</b>	<b>Essential</b>	<b>Desirable</b>
Degree level qualification	✓	
Recognised Qualified Teacher Status	✓	
Recent and relevant professional development	✓	
NPQH or NPQSL		✓
Higher degree relevant to Headship		✓

<b>Experience/employment record</b>	<b>Essential</b>	<b>Desirable</b>
Successful track record of leadership at Head, Deputy Head or Assistant Head level in the primary sector in the UK	✓	
Evidence of successful financial and resource management	✓	
Recently worked in a good or outstanding school and understands and can demonstrate what excellence looks like within educational leadership and management	✓	
Successful track record of leadership in the state funded education sector in the UK	✓	

<b>Personal qualities</b>	<b>Essential</b>	<b>Desirable</b>
The ability to converse at ease with members of the public and provide advice and information in accurate spoken English.	✓	
Integrity and sound judgement	✓	
Sympathetic to the moral purpose and vision of Anthem	✓	
Approachable, reliable, has presence and is highly visible to students, parents, carers and the wider community	✓	

An outstanding classroom practitioner	✓	
Capacity for and commitment to own personal development	✓	
Supportive, energetic, driven, and confident	✓	
Inclusive and collaborative	✓	
Ability to mentor, inspire, coach, influence and motivate others	✓	
An effective decision maker	✓	

<b>Leadership and management</b> (student attainment, progress and wellbeing)	<b>Essential</b>	<b>Desirable</b>
Proven commitment to high levels of student attendance, progress, attainment and safety	✓	
The ability to inspire high levels of performance in all students regardless of their starting points.	✓	
Thorough understanding of monitoring and evaluation strategies relating to student outcomes and the ability to translate information into detailed plans and targets.	✓	
The ability to analyse and interpret complex data	✓	
A commitment to promoting and safeguarding the welfare of young people	✓	

<b>Leadership and management</b> (curriculum, teaching and learning)	<b>Essential</b>	<b>Desirable</b>
Thorough knowledge of the National Curriculum and extensive experience of curriculum delivery, monitoring and assessment	✓	
Ability to analyse and understand complex curriculum issues and respond creatively and effectively	✓	
Thorough knowledge and understanding of current issues in education	✓	
Knowledge of strategies to support EAL pupils	✓	

Experience of methods of mapping school progress and school improvement strategies	✓	
Vision for the development of CPD and teaching and learning strategies		✓

<b>Leadership and management (staff)</b>	<b>Essential</b>	<b>Desirable</b>
Ability to inspire others and provide strong leadership to teachers and support staff	✓	
Ability to delegate appropriately	✓	
Proven experience of developing, empowering and supporting staff	✓	
Thorough understanding of management structures and systems	✓	
Commitment to Equal Opportunities	✓	
Commitment to an open, collaborative and fair culture	✓	
Have an ability to inspire diverse colleagues and to deepen and broaden their practice	✓	

<b>Managing resources</b>	<b>Essential</b>	<b>Desirable</b>
The ability to analyse complex issues relating to finance and resources	✓	
Capable of strategic financial planning, capital projects and budget management		✓

<b>The community and other stakeholders</b>	<b>Essential</b>	<b>Desirable</b>
Thorough understanding of the role of Anthem and the Anthem Community Council (ACC).	✓	
A track record of working effectively with local governance to ensure appropriate monitoring and accountability of all aspects of school		✓

activity with a committed drive to working from the School Development Plan.		
Effective communication with staff, students, parents, carers and ACC members	✓	
Ability to establish effective links with the community	✓	
Ability to develop partnerships and shared responsibilities	✓	
Experience of having worked with other primary and secondary schools		✓
Establish effective links with the wider community celebrating the diversity of our student body, the role of parents, carers and families.	✓	