

COLLEGE LEADER

JOB DESCRIPTION AND PERSON SPECIFICATION

JOB DESCRIPTION

JOB TITLE:	College Leader
ACCOUNTABLE TO:	Assistant Principal
SALARY:	Grade 5

JOB PURPOSE:

- To be accountable for the learning, pastoral care, attendance and achievement of all students in Years 7 to 11 in the allocated college.
- To provide high quality support for the team of PL tutors.
- To contribute to high levels of student progress by developing effective partnerships with all members of the Academy Staff.
- To develop effective links with parents and the local community.
- To ensure that the federation of Ormiston Academies is always presented positively within and beyond the Academy.

JOB SPECIFICATION

OPERATIONAL:

- Work with PL Tutor Team to promote academy systems and activities, contributing to clearly led learning team meetings.
- Motivate and inspire college students and staff to participate in inter-college competitions, promoting a community ethos and sense of identity.
- Adherence to the Academy's rigorous procedures for recording, monitoring analysing and acting upon a range of data including student attendance, punctuality, referrals and academic records from all subject areas to:
 - i. Track student overall attainment and achievement on a regular basis;
 - ii. Evaluate the impact and appropriateness of students' individual pen profiles;
 - iii. Identify when intervention is necessary, particularly in terms of emerging concerns.

iv. Referrals to outside agencies where necessary, in collaboration with the Senior Learning Cultures Administrator.

- Overseeing the college daily behavior monitoring system e.g. daily report cards.
- High quality mentoring of students on behavior and lesson engagement
- Ensure documented procedures for Safeguarding and Child Protection are adhered to in a timely manner.
- Ensure all students/parental interaction is electronically recorded on academy systems, including details of phone calls, referrals and meetings.
- Maintain the Academy's praise culture through the use of Visa points, instant passes, Twitter and the Games Room.
- Support with the information used to collate reports and references for annual reviews, references, external meetings.
- Develop effective working relationships with the Academy team and outside agencies.
- Execute well planned college collectives, PL time programmes and extended tutorials on review days.
- Create and maintain effective links with parents based on partnership working ensuring all queries are dealt with in an effective, timely and documented manner.
- Plan and deliver effective workshops to ensure high levels of student engagement, such as anger management.
- Attend meetings with students/parents/carers/multi-agency staff as necessary.
- To consistently apply the Academy's behavior for learning policy.
- To ensure all issues are investigated and resolved in a timely manner.
- To ensure that all racist/discriminatory/bullying allegations are highlighted to the Vice Principal: Learning Cultures.

- To ensure that parents/carers are kept fully informed of their child's progress, including any consequences that have been issued.
- Sharing information regarding behavior/attendance with PL tutors.
- Providing daily pastoral care for students within the college setting, including supporting those with behavioural/attendance issues.

PERFORMANCE MANAGEMENT:

- Participating in the Academy's arrangements for performance management, professional development and the Academy's arrangements for quality assurance and internal verification.

GENERAL RESPONSIBILITIES:

- To undertake such other duties appropriate to the grade of the post as the Principal may from time to time reasonably determine.

CONTEXT:

- All staff are part of a whole Academy team. Each individual is required to support the values and ethos of the Academy and Academy priorities as defined in the Academy Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

The applicant will be required to safeguard and promote the welfare of children and young people.

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions Document as they relate to Leadership.

Signed

Date.....



PERSON SPECIFICATION

College Leader

Note: Candidates failing to meet any of the essential criteria will automatically be excluded

[A] Qualifications, Experience and Professional Development

	Essential (E) Desirable (D)	Application (A) Interview (I) Reference (R)
Experience in an 11-18 or 11-16 Academy/School <ul style="list-style-type: none"> ▪ Evidence of leading initiatives. ▪ Experience of working with staff at all levels. ▪ Successful experience of planning for implementation of and impact on school improvement, including self-evaluation. ▪ Experience of raising standards with young people. 	<p>E D E D D</p>	
Qualifications <ul style="list-style-type: none"> ▪ Level 3 qualifications (or equivalent) ▪ Evidence of continuing professional development 	<p>E E</p>	
Knowledge and Skills <ul style="list-style-type: none"> ▪ Knowledge of up to date educational policies and developments. ▪ Experience/knowledge of how children learn. ▪ The ability to set up appropriate intervention strategies. ▪ Understanding of the monitoring & evaluation processes and their impact. ▪ Outstanding inter-personal and communication skills. ▪ The ability to lead, manage, inspire and motivate staff. ▪ The ability to manage change. ▪ Demonstrate knowledge of equal opportunities and how equality issues can be addressed throughout the Academy. ▪ An excellent understanding of and commitment to learning. ▪ Knowledge and understanding in using data. 	<p>E D E D E E E E D E D E</p>	

Special Requirements		
<ul style="list-style-type: none"> ▪ A willingness to work closely with other Staff in promoting a corporate responsibility for behaviour management. 	E	
<ul style="list-style-type: none"> ▪ The confidence to challenge factors which might undermine the Academy's performance. 	E	
<ul style="list-style-type: none"> ▪ A willingness to work collaboratively with staff and to support them sensitively and effectively. 	E	
<ul style="list-style-type: none"> ▪ The desire to lead by example and a willingness to participate in the high profile management style adopted by the Academy. 	E E	
<ul style="list-style-type: none"> ▪ A commitment to maintaining very high expectations of students and staff alike. 	E	
<ul style="list-style-type: none"> ▪ Evidence of communicating a clear vision to motivate and develop an effective team. 	E	
<ul style="list-style-type: none"> ▪ A capacity to work effectively under pressure. 	E	



[B] Application Form and Supporting Statement

The form must be fully completed and legible. The supporting statement should be clear, concise and related to the specific post. No more than three A4 pages and a maximum of 2000 words. C.V's will not be considered.

[C] Confidential References and Reports

Strong recommendation from all referees, including current employer	E
Satisfactory health and attendance record	E

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