

Job Description

Executive/Academy Head Job Description

Post:	Executive/Academy Head
Reporting to:	CEO
Responsible for:	Teaching and Non-teaching Staff
Salary:	Leadership 9-15 for Executive Academy Head role
Base:	The E/AH will be based at Farway & Broadhembury Primary Schools but is required to work at any school where Link Academy Trust business is conducted that is within reasonable distance of the Academy bases.

General Description

The Academy Head (AH) is responsible for leading and managing the daily operation of an individual Primary Academy including the supervision of all pupils and staff, and the Trust's premises. An Executive Academy Head (EAH) is responsible for leading and managing the daily operation of two or more Primary Academies including supervision and premises as above. They provide the day-to-day direction and leadership that represents a consistent and effective model of integrity, excellence, collaboration and accountability. The E/AH will work alongside the Trust's Senior Leadership team, who will provide strategic leadership and hold overall accountability for direction, standards achieved, quality of learning and financial management.

Key Accountabilities

Leadership of the Trust

The E/AH will play an important part in supporting the Trust's Senior Leadership Team. In this role, they will contribute to the development of the Trust's strategic plan to safeguard the future of primary education for its existing communities as well as create a strong platform for new academies to join the Trust. The E/AH's role will be to promote and implement the Strategic Plan, once adopted, engaging all members of staff in translating the Plan's vision, aspirations and targets into agreed academy-based objectives and operational plans, being responsible for their effective impact.

Leading and managing the academy/ies

The E/AH is responsible for the efficient operation of the academy/ies on a day-to-day basis, ensuring effective organisation and Leadership of the academy/ies and, using a range of technologies, seeking ways to improve structures and functions through evidence-based evaluation. This responsibility relates to teaching and learning, all events, the day-to-day management of staff, school premises and facilities.

The E/AH will:

- lead and implement daily acts of collective worship and provide for the intellectual, spiritual, moral, cultural, physical, social and emotional wellbeing of pupils and, for the Trust's Church Schools, actively support the Christian ethos of the academy/ies in relationships with children, colleagues and parents, both in class and around the academy/ies
- create a culture and ethos of challenge and support where all pupils achieve success, become independent learners and engaged in their own learning
- lead an organisation in which all staff recognise that they are accountable for the success of the academy/ies, leading by example and ensuring the active involvement of pupils and staff in their own learning

Teaching and Learning

The E/AH will:

- lead the curriculum planning process, designed and intended to assure the academy's/ies' ability to provide a sound, relevant and innovative educational experience for all pupils, consistent with the Trust's agreed objectives.
- implement a continuous and consistent focus on pupils' achievement, using data and benchmarks to monitor progress and enable them to achieve excellence. This will include the establishment of creative, responsive and effective approaches to learning and teaching through the leadership of Continual Professional Development and Trust-wide School Improvement Plans.

- lead the monitoring, evaluation and review of the academy's/ies' practice robustly and promote improvement strategies, including lesson observations, book scrutiny and data analysis to achieve consistent, high-quality teaching and learning.
- address under-performance at all levels through the timely and practical implementation of effective strategies
- manage the academy's/ies' policies on standards of behaviour, attendance and punctuality
- develop a range of community-based learning experiences
- develop and oversee all extra-curricular activities to achieve a varied offer for extended provision in the academy/ies

Professional environment

The E/AH will:

- ensure every child has access to high quality teaching and learning in a safe and stimulating environment
- ensure compliance with the Trust's policies and practices, identifying any recommendations for change to the Board of Trustees via the Chief Executive Officer
- build a school culture that takes account of the richness and diversity of the academy's community and combats all prejudices
- manage and organise accommodation efficiently and effectively to ensure that all academy buildings meet the needs of the curriculum and comply with health and safety regulations.
- demonstrate the highest standards of good governance through effective operational and line management, productive meetings, the proper recognition of any conflicts of interest and compliance with the Seven Principles of Public Life (Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership).

Staffing and developing self and others

The E/AH will:

- lead in the recruitment process for new and promoted posts
- ensure the implementation of effective strategies and procedures for staff induction, professional and other development and performance review in order to secure outstanding practice across the Link Academy Trust in an environment where staff are motivated and feel able to contribute to the Trust's overall success
- establish and lead by example a culture of high expectations, through a challenging review of own practice, the setting of personal targets, taking responsibility for own development, seeking advice and support from colleagues, managers and other agencies
- lead the performance management process for all staff, so that colleagues attain the highest standards and are able to equip themselves for future career progression

Accountability

The E/AH will:

- work within the Trust's Finance Policy to manage the Trust's staffing and financial resources effectively and efficiently to achieve the individual academy's/ies' educational goals and priorities;
- contribute to staff deployment planning within their own school but also taking account of the Trust's wider requirements
- take responsibility for the prudent management of funds delegated to the academy/ies, safeguarding value for money (efficiency, effectiveness and economy)
- keep the Trust Senior Leadership Team, the Chief Executive, the Local Governing Board and the Board of Trustees, as appropriate, fully informed of any critical need, if it affects the smooth operation of the academy/ies and the educational experience of the pupils
- ensure that risk assessments are conducted for both regular and exceptional activities which occur on or off Trust controlled premises in accordance with the Trust's policies.

Community Partnership

The E/AH will:

- develop effective relationships and communications with parents and the local community which underpin a professional learning community that enables everyone in the academy/ies to achieve in order to extend the curriculum, enhance teaching and broaden learning activities

- monitor, support and guide the activities of the Parent/Friends Association and other parent volunteer groups designed to escalate parent support in identifying and supplementing the needs of the academy/ies, including approving all fundraising activities
- collaborate with other agencies to ensure pupil and community needs are met
- collaborate with other academies within and beyond the Trust, sharing best practice
- Use the Trust-wide vision and ethos to promote community cohesion and the Link Academy Trust framework to promote extended services and work with other parties

Communication, Promotion and Marketing

The E/AH will:

- disseminate relevant information to stakeholders through a variety of strategies, including individual and collective communications with pupils, parents, via newsletters, reports, the local Governing Board and the academy's/ies' websites
- promote the Link Academy Trust's vision, values and ethos to pupils, staff, parents, governors and the wider local community
- play a key role in motivating all stakeholders to create a shared learning culture and positive learning environment both within the academies, across the Trust and the communities they serve
- participate in the Trust's recruitment strategy to increase pupils within/above the Pupil Admission Number (PAN)
- provide regular reports on progress and significant events/achievements to the Chief Executive Officer or Deputy Chief Executive Officer for the information of the Local Board and the Board of Trustees
- create and develop effective relationships with stakeholders (staff, parents, pupils and governors)
- promote the academy/ies as centres of excellence for education and families in the local community and beyond

Academy Head Person Specification

The following criteria will form the basis of the shortlisting and interviews. Any information which you provide about your qualifications, experiences and competencies will be tested and assessed during the selection process.

	Essential	Desirable
Teaching, Learning & Curriculum	<ul style="list-style-type: none"> ▪ Deep understanding of high quality teaching, learning and assessment. ▪ Ability to lead innovative, relevant curriculum development. ▪ Ability to use data and assessment to inform decision making. ▪ Experience of leading professional development. ▪ Ability to oversee extra curricular and extended learning activities. ▪ Be passionate about teaching and learning. 	<ul style="list-style-type: none"> ▪ Experience integrating community based learning. ▪ Experience leading inclusion or SEND provision.
Leadership & Management	<ul style="list-style-type: none"> ▪ Ability to provide strong, visible, values driven leadership. ▪ Ability to inspire, motivate and support staff, pupils and stakeholders. ▪ Ability to promote and implement a strategic vision. ▪ Ability to analyse school performance and address underperformance. ▪ Ability to lead continuous improvement in teaching and learning. ▪ Strong organisational and operational management skills. ▪ Ability to manage risk, ensure compliance and uphold governance standards. ▪ Ability to manage and allocate staffing and resources efficiently. ▪ Commitment to professional development for self and others. 	<ul style="list-style-type: none"> ▪ Experience contributing to Trust wide strategic plans. ▪ Experience working with Trustees or Governing Boards.
Qualifications & Experience	<ul style="list-style-type: none"> ▪ Qualified Teacher Status (QTS). ▪ Proven successful experience in a senior leadership role within a primary school setting. ▪ Experience of leading and managing staff, including performance management. ▪ Demonstrable experience of improving teaching and learning and raising pupil outcomes. ▪ Experience of curriculum planning, implementation and evaluation. ▪ Experience of monitoring and evaluating school performance using data and evidence. ▪ Proven experience of impacting positively on pupil outcomes, including our most disadvantaged pupils. ▪ Experience of managing behaviour, attendance and punctuality policies effectively. ▪ Experience of safeguarding and understanding of statutory responsibilities. ▪ Experience of working with external agencies and community partners. 	<ul style="list-style-type: none"> ▪ NPQH or equivalent senior leadership qualification. ▪ Experience of working within a Multi Academy Trust. ▪ Experience of leading school improvement. ▪ Experience of managing budgets and resources at a senior level.