

 <b>JOB SPECIFICATION</b> <b>Head of Academy</b>	
<b>Reports To: Executive Principal/Education Director</b>	
<b>Why</b>	<b>Job Summary</b> <ul style="list-style-type: none"> <li>• Provide strategic leadership and day-to-day management of the academy, ensuring high standards in all areas.</li> <li>• Develop outstanding teaching in the academy so that the overall educational provision is high quality and supports all children to learn effectively and achieve high standards.</li> </ul>
<b>What</b>	<b>Main Responsibilities</b> <ul style="list-style-type: none"> <li>• Lead the strategic development and implementation of the academy improvement plan.</li> <li>• Ensure national statutory requirements are met, including the National Curriculum, ensuring this is broad, relevant, and balanced.</li> <li>• Promote and ensure effective quality first teaching that meets the needs of all learners.</li> <li>• Achieve and maintain calm, purposeful learning environments across the academy.</li> <li>• Establish and maintain effective assessment, recording, and reporting systems to monitor student progress.</li> <li>• Set and uphold high expectations for all pupils, ensuring that and the needs of the pupils, their parents and the community are met.</li> <li>• Maximise the contribution of all staff within the academy to improve the quality of education provided and standards achieved.</li> <li>• Work collaboratively with the Executive Principal on recruitment and selection of teaching and support staff.</li> <li>• Exercise effective staff management, lead and motivate others, and foster effective working relationships.</li> <li>• Maximise staff contribution to improve the quality of education and raise standards.</li> <li>• Manage the deployment and performance of all staff, ensuring professional development through robust performance management systems.</li> <li>• Create and maintain positive working relationships within the academy community.</li> <li>• Promote the Trust's ethos of high achievement and continuous improvement.</li> <li>• Participate in the Trust's staff development activities and continue personal professional development.</li> <li>• Fulfil all professional duties as outlined in the Teachers' Pay and Conditions document.</li> <li>• Any other duties deemed appropriate to the role.</li> </ul>
<b>Context</b>	<b>Professional Standards</b> <ul style="list-style-type: none"> <li>• <b>Principals/Head of Academy</b> - can reflect on their progress, successes, strengths and areas for further development against the <a href="#">head teacher standards</a> (2020) and Institute of School Business Leadership (<a href="#">ISBL professional standards</a>).</li> </ul> <p>In addition to the professional standards outlined above, all colleagues may wish to reflect on the <a href="#">Seven Principles of Public Life</a> (also known as the Nolan principles) and "<a href="#">WeAreGAT</a>" at least annually.</p>
	<b>Education, Qualifications and Experience (EQE)</b> <ul style="list-style-type: none"> <li>• First degree or equivalent and Qualified Teacher Status.</li> <li>• Proven track record of successful education leadership, ideally gained within more than one setting.</li> <li>• Proven track record of whole school improvement, ideally gained across a range of school contexts.</li> <li>• Significant experience of monitoring academy performance at every level; motivating, developing, supporting and challenging staff to sustain improvements.</li> <li>• Experience of senior leadership in a school</li> </ul>

	<b>People</b>	<ul style="list-style-type: none"> <li>• Liaising with the Chief Executive, Chief Education Officer, Executive Principal, Education Director, other Trust leaders including Principals and Heads of School, teaching/support staff, external agencies, parents, primary partner schools and community members.</li> <li>• Act as a role model to the leadership, teaching and support teams in the academy, promoting consistently high expectations of behaviour in a professional and courteous manner.</li> </ul>
	<b>Working Time</b>	Full time. Salary is fully inclusive and covers the full range of duties, including the requirement to work beyond standard office hours when necessary to meet academy needs. The postholder is expected to devote their full-time service to the academy and must not engage in additional employment or external business interests without the express consent of the Chief Executive Officer.
	<b>Safeguarding</b>	All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with. As such, all employees will undergo relevant background checks, including a Disclosure and Barring Service (DBS) Enhanced check with Barred List Check, in order to satisfy our statutory obligations.
	<b>Data Protection</b>	All adults employed by the Trust have a responsibility for data protection and have a duty to observe and follow the principles of the GDPR Regulations.
	<b>Candidate requirements:</b> (eg skills, knowledge, value added skill - ie the essential/ desirable skills of a person to fulfil the role)	<p><b>Competency Areas:</b></p> <p><b>Teamworking</b> Able to build relationships quickly and effectively with colleagues, parents and pupils.</p> <p><b>Problem Solving/Decision making</b> Creatively focuses upon solving the problem using different techniques/ experience from other areas.</p> <p><b>Leadership</b> High professional standards with an ability to give critical advice to help raise standards.</p> <p><b>Communication</b> An ability to converse at ease with all colleagues and provide clear and accurate advice. In order to fulfil all spoken aspects of the role through the medium of spoken English. Ability to communicate effectively through the written form.</p>

Whilst every endeavor has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.