



## **JOB DESCRIPTION**

**Job Title:** Head of Academy

**Scale:**

**Job Location:** Academy within the Ascent Academies Trust

**Responsible to:** Executive Head Teacher

**Job Purpose:** To provide dynamic and strategic direction, leadership and accountability at the named Academy in respect of all aspects of standards and the day-to-day management of the academy.

**Teaching Commitment:** 10%

## **MAIN DUTIES AND RESPONSIBILITIES**

### **General**

1. To fulfil all the requirements and duties as set out in the School Teachers' Pay and Conditions Documents relating to the Conditions of Employment of Head Teachers. (including statutory HT roles and responsibilities)
2. To be wholly responsible for the quality of provision and outcomes for pupils across the academy.
3. To meet the National Standards for Head Teachers as published by the DfE.
4. To achieve annual performance criteria, objectives and targets agreed with or set by the Board of Trustees in accordance with the requirements set out in the School Teachers' Pay and Conditions Document.
5. To keep up to date with national changes in legislation and ensure changes are implemented effectively and as necessary.

### **Specific**

1. To provide dynamic and strategic direction and leadership for all outcomes for pupils.
2. Maintain a commitment and partnerships among pupils, staff and parents to the academy's mission in partnership with the Executive Head Teacher and the Board of Trustees.
3. To support the development and the delivery of the Academy Improvement Plan and to lead the staff in reviewing and evaluating the effectiveness of the Academy Development Plan and Self Evaluation.

4. To ensure quality outcomes for all pupils in all areas within the academy.
5. To lead an innovative and creative curriculum provision across the academy that meets statutory requirements.
6. To lead the academy through rigorous performance management and to contribute to the academy self-evaluation through rigorous monitoring and review.
7. To lead the Academic Board, providing a clear level of challenge and quality assurance of all data.
8. To develop, inspire and motivate effective teams in order to raise standards across the academy.
9. To ensure the effective use of educational resources.
10. Ensure equality of opportunity for all.
11. To carry out duties with full regard to the Trust's Equal Opportunities and Racial Equality Policies in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner.
12. To comply with health and safety policy and systems, report any incidents/ accidents/ hazards and take pro-active approach to health and safety matters in order to protect both themselves and others.
13. These duties are neither exclusive, nor exhaustive and the post holder will be required to undertake other duties and responsibilities, which the Executive Head Teacher or Trust may determine from time to time.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Trust. The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Trust records and information.

The post holder must carry out their duties with full regard to the Trust's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Trust Policies including the No Smoking Policy. The post holder must comply with the Trust Health and Safety rules and regulations and with Health and Safety legislation.

Author: Board of Trustees

Date: March 2016