

SENIOR LEADER JOB DESCRIPTION

Job Title:	Senior Leader
Location:	Heybridge Co-operative Academy
Grade / Allowances:	Leadership Pay Scale LD9-13

SUMMARY OF MAIN DUTIES / RESPONSIBILITIES

- Undertake responsibilities of the Head of School in the case of his/her absence.
- Support the Head of School on a daily basis.
- Fulfil special duties requested by the Head of School.
- Maintaining and developing the co-operative ethos, values and overall purposes of the school.
- Promote an attractive environment, which stimulates learning, enhances the appearance of the school, and expresses a co-operative identity.
- Ensure that the vision for the school is clearly articulated, shared and understood.
- Act as a role model for all members of staff by planning and delivering excellent lessons.
- Monitor the quality of teaching throughout the school.
- Oversee the Health & Safety Policy, along with all other relevant policies and procedures.
- Work with the Head of School and safeguarding officer to ensure the school is following the correct procedures and is protecting all pupils from potential dangers.
- Assist the Head of School in developing and monitoring a strategic development plan for the school.
- Actively contribute to the positive atmosphere of the school.
- Provide cover for absent members of staff.
- Help members of staff to prepare for inspections.

MANAGEMENT

- Manage the implementation of change sensitively, taking responsibility for the induction and integration of new pupils and members of staff.
- Coach and mentor individuals to achieve specific outcomes.
- Work alongside the Head of School and school business manager to oversee the budget.
- Ensure that the core skills at key stage 3 and 4 are maintained to a high standard.
- Lead the process of identifying and supporting vulnerable and disaffected learners and those with behavioural difficulties, and ensure the provision of appropriate support and intervention.
- Support members of staff during disciplinary procedures.
- Take a lead in planning school events and off-site visits.
- Ensure that all the school's policies and procedures are followed.
- Support members of staff in dealing with issues that arise from the curriculum.
- Attend leadership meetings to plan for the implementation of policies.
- Act as an appraisal leader for all staff, with responsibility for interview and evaluations.
- Assist staff in interpreting pupil data, including attendance, punctuality and overall attainment.
- Ensure that all guidance documents, such as safeguarding measurements are relevant and up-to-date.
- Keep up-to-date with Ofsted and disseminate any relevant information to members of staff.

LEADERSHIP

- Evaluate and review the curriculum throughout the school.

- Model teaching of outstanding lessons.
- Outline the priorities for specified areas and subjects in the school improvement and development plan.
- Monitor pupil performance.
- Report to the Head of School on the attainment of pupils.
- Work with the Head of School in setting appropriate pupil attainment targets.
- Establish and monitor an improvement plan for specified areas.
- Act as a source of information for staff in relation to specific responsibilities.
- Keep up-to-date with the latest changes in legislation and guidance, and ensure that the school is fully compliant at all times.
- Manage the effective allocation of provision in subjects line managed.
- Work with the SENCO in planning and delivering quality teaching to pupils with SEND.
- Institute practices for celebrating success and high achievement amongst pupils.
- Identify training opportunities for all members of staff.
- Encourage teachers to create imaginative and creative learning environments.
- Liaise with key stage leaders to ensure continuity and progression, whilst taking into account developments in the curriculum.
- Challenge underperformance from pupils and staff and ensure that follow up action is taken.
- Demonstrate an ability to improve the attendance, progress and attainment of pupils.

ENGAGING WITH THE WIDE COMMUNITY

- Engage with parents/carers on a regular basis to maintain effective communication.
- Ensure that all written communications with parents/carers are clear and informative.
- Actively seek to promote the school in the wider community.
- Build relationships with the local media to promote the school's events and successes.
- Lead and coordinate any fundraising and charity events.
- Attend all pupil-related events.
- Attend all governors' meetings, as well as any related meetings in the local community (when required).
- Plan and oversee extra-curricular activities.

PERSONAL CONDUCT

- Implement a process for self-evaluation which includes an external review.
- Identify areas for self-improvement.
- Display excellent inter-personal skills when in school and dealing with the wider community.
- Demonstrate an outstanding ability to engage with pupils.
- Maintain an open approach when interacting with staff, so that all members of staff feel free to express their ideas and concerns.
- Act as a role model for all staff.

SAFEGUARDING



Keys Co-operative Academy Trust (KCAT) is committed to safeguarding and promoting the welfare of children and vulnerable adults, and expects all employees and volunteers to share this commitment.

Keys Co-operative Academy Trust is committed to ensuring all recruitment is undertaken fairly, effectively, safely and in accordance with legislation. The information below provides pre-employment screening guidance for candidates applying to this job at Keys Co-operative Academy Trust.

Pre-Employment Checks appropriate to this Job Profile

- Identity
- Medical Screening
- References
- Qualifications
- Prohibition from Teaching
- Self Disclosure
- Enhanced DBS Check
- DBS Barred List Check
- Keys Co-operative Academy Trust LADO Safeguarding Checks
- Right to work in the UK
- Individuals who have lived outside the UK
- Childcare disqualification check
- S12 Direction Check

PERSON SPECIFICATION

Category	Essential	Desirable
Qualifications	QTS	Evidence of further study
Experience	<p>The successful candidate will have experience in the following areas:</p> <ul style="list-style-type: none"> • Working as a curriculum leader in a secondary school • Being a team builder, leader or manager • Working with pupils across the secondary age range • Working with parents/carers and outside agencies • Performance management • Delivering training • Observing and providing feedback to teaching and support staff • Designing and implementing a 21st century curriculum 	<p>The successful candidate may also have experience in the following areas:</p> <ul style="list-style-type: none"> • Taking a leadership role in more than one school • Previous success in raising standards • Managing a budget • School improvement planning • Governance experience
Skills and knowledge	<p>The successful candidate will have the ability to:</p> <ul style="list-style-type: none"> • Effectively manage pupil behaviour through positive interactions • Work as part of a senior leadership team • Display highly developed interpersonal skills • Liaise with outside agencies • Produce well-written and accurate reports, policies, guidance documents, letters and memos • Read and interpret data from a range of sources and present them to the senior leadership team • Use ICT as a teaching, communication and administrative tool • Multi-task and effectively manage an extensive portfolio 	<p>The successful candidate may also have the skills to:</p> <ul style="list-style-type: none"> • Delegate leadership • Understand the role of governing bodies and other governance structures

Leadership	<p>Ability to analyse data, set targets and monitor/evaluate progress towards these</p> <p>Understanding of and commitment to promoting and safeguarding the welfare of students</p>	<p>Evidence of successful strategies for planning implementing, monitoring and evaluating classroom practice</p> <p>Knowledge of what constitutes quality in education provision, and strategies for raising standards and achievement of all students</p>
Teaching and Learning	<p>A secure understanding of the requirements of the National Curriculum</p> <p>Relates well to children understanding their individual needs</p> <p>An understanding of the characteristics of an effective learning environment and the key elements of successful behaviour management</p> <p>Evidence of consistently high quality teaching and learning</p> <p>Able to liaise with a range of professionals and parents</p>	<p>Understanding of successful teaching and learning in education across the key stages</p> <p>Knowledge and experience of a range of successful teaching and learning strategies to meet the needs of all students</p> <p>An understanding of assessment strategies and the use of assessment to inform the next stages of learning</p> <p>A knowledge of statutory requirements relating to the curriculum and assessment</p> <p>Sensitive to individual needs of the pupil</p>
Skills Qualities and Abilities	<p>The successful candidate will display the following personality traits:</p> <ul style="list-style-type: none"> • A warm, engaging and transparent personality • The ability to remain calm • A willingness to go the extra mile • An ability to quickly adapt to changes 	<p>The successful candidate may also display the following personality traits:</p> <ul style="list-style-type: none"> • An understanding of empathy for disadvantaged and vulnerable pupils