



JOB DESCRIPTION

JOB DETAILS

Job Title: Head Teacher – Ridgeway Primary Academy

Pay Scale: L19 – L25

This job description may be amended at any appropriate time following consultation between the Head Teacher and CEO of Tyne Coast Academy Trust. It will be reviewed annually and performance management objectives agreed.

JOB PURPOSE

Provide strategic leadership of the academy, promoting the vision to build success and provide high quality education.

Establish and sustain the academy's ethos and strategic direction in partnership with the strategic leadership team of the trust, Local Governing Body, Academy Trust and in consultation with the school community.

Welcome strong governance, working with the Local Governing Body to ensure growth and improvement in all areas of the school's work.

Manage the curriculum and its assessment to ensure a high quality, innovative, effective and efficient curriculum offer. Putting pupils at the heart of everything that we do.

Develop and ensure the effective implementation and evaluation of clear evidence informed improvement plans and policies for the academy which are realistic, timely, appropriately sequenced and suited to the context of the academy and lead to sustained school improvement over time.

Secure and sustain effective teaching and learning across the academy.

As budget holder, work with the academy trust finance team to ensure the academy's financial and human resources are well managed to ensure effectiveness and efficiency in line with achieving educational goals.

To have overall responsibility for the school site and its accommodation ensuring health and safety requirements are met at all times.

The Head Teacher shall carry out the duties of a Head Teacher as set out in the School Teacher's Pay and Conditions Document.

KEY RESULT AREAS

1. Share, communicate and contribute to the academy's vision, mission and values and develop the academy's offer to drive the culture and performance to achieve excellence.

October 2020

2. Ensure that the academy's curriculum is delivered in the most cost-effective manner under the terms of the prevailing funding methodology and guidance.
3. Lead innovation and new development across the curriculum to ensure that it is broad, structured and coherent setting out the knowledge, skills and values that will be taught to enable the academy to meet the current and future demands of all our pupils.
4. Ensure valid, reliable and proportionate approaches are used when assessing student's knowledge and understanding of the curriculum.
5. Establish and sustain high quality expert teaching across all key stages which is based on evidence informed understanding of teaching and how pupils learn.
6. Accountable for continuous improvements in progress and achievement rates for pupils, focusing on improvements to support movement towards Ofsted outstanding.
7. Ensure the academy offer, in EYFS, Key Stage 1 and Key Stage 2, meets the needs of all pupils leading to constantly improving outcomes for all groups of pupils including those with additional and special educational needs.
8. Establish and sustain high expectations of behaviour for all pupils built on relationships, rules and routines which are understood clearly by all staff and pupils.
9. Contribute to strategies, plans and opportunities across Tyne Coast Academy Trust.
10. Lead the wider leadership team, securing improvement in all areas of the school.
11. Provide leadership which will inspire, motivate, challenge and support all staff employed by the school ensuring a culture of high staff professionalism
12. Establish, set and share high expectations of all staff and pupils in all aspects of the school.
13. Accountable for budget management as the budget holder, driving efficiencies while maintaining a wide curriculum offer and ensuring probity in the use of public funds.
14. Improve and develop the performance culture of the academy.
15. Ensure monitoring systems have impact and support the improvement of all aspects of the quality of education in the academy.
16. Work in association with the wider leadership team, trust leaders and governors to build and sustain constructive relationships beyond the academy working in partnership with parents, carers and the local community.
17. Line manage appropriate staff through academy performance management tools to ensure high expectations and academic standards are achieved.
18. Ensure the protection and safety of all students and staff through effective approaches to safeguarding and promoting the welfare of all children.

October 2020

19. The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed.
20. Ensure compliance with academy requirements, policies, systems and procedures throughout the academy, ensuring that accurate and up-to-date records and documentation are kept and held and available for internal and external audit, review and to inform report writing.
21. To carry out additional responsibilities as requested by Senior trust staff.

VARIATION IN THE ROLE

Given the dynamic nature of the role and structure of Ridgeway Primary Academy and Tyne Coast Academy Trust, it must be accepted that, as work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the member of staff.

EQUALITY AND DIVERSITY

Tyne Coast Academy Trust is committed to equality and diversity for all members of society. The trust will take action to discharge this responsibility but many of the actions will rely on individual staff members at the academy embracing their responsibilities with such a commitment and ensuring a positive and collaborative approach to Equality and Diversity. This will require staff to support the academy trust's initiatives on Equality and Diversity which will include embracing development and training designed to enhance practices and the experiences of staff, students and visitors to the trust with an all inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action.

If you as a member of staff identify how you or the academy trust can improve its practice on Equality and Diversity, please contact the Deputy Chief Executive.

HEALTH AND SAFETY

All members of staff have a duty to maintain safe and clean conditions in their work area and co-operate with the academy trust on matters of Health and Safety. This will include assisting with undertaking risk assessments and carrying out appropriate actions as required. Staff are required to refer to the academy and safety policies in respect to their specific duties and responsibilities.

LEARNING & DEVELOPMENT

All staff are required to participate fully in the academy trust Learning & Development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

COMMITMENT TO SAFEGUARDING VULNERABLE GROUPS

October 2020

The academy trust is committed to safeguarding and the prevent duty. Ensuring safeguarding arrangements to protect children, young people and vulnerable groups meet all statutory and other government requirements, promote their welfare and prevent radicalisation and extremism. The academy trust expects all staff and volunteers to share this commitment.

COMMUNICATION AND WORKING RELATIONSHIPS

Internal Communication/Working Relationships

Liaison with:
Chief Executive Officer
Deputy Chief Executive
Senior Executive Group (SEG)
Headteacher group
Trustees
Local Governing Body
Human Resources
Marketing Department

External Communication/Working Relationships

Liaison with:
Local Authority
Local Primary and Secondary schools
Education and Skills Funding Agency (ESFA)
Department for Education (DFE)