

Northern Education Trust – Job Description

Job Title:	Head of Centre (ACE)		
Base:	Academy		
Reports to:	Vice Principal	Grade:	NJC 23 - 26
Service responsibility:		Salary:	£27,741 - £30,451 (FTE, Salary to be pro rata)
Additional:		Term:	37 hours/39 weeks

JOB SUMMARY

1. Carrying out the professional duties in accordance with Academy policies and under the direction of the Vice Principal.
2. Supporting the Vice Principal in providing clear, cohesive leadership and direction in the provision and motivating teaching and support colleagues in developing innovative strategies to enhance the quality of learning, teaching and achievement.
3. To implement Trust processes to enable the best possible attainment and achievement from students within the provision.
4. Leading and managing the ACE team to provide the best possible education to alternative curriculum students.
5. Promoting the achievement of high standards through effective learning within subject's area(s), preparation, evaluation and action planning.
6. Being central in the delivery of the ECM agenda, paying regard to the provision of personalisation for students.
7. Modelling the vision and values of the Trust.
8. Being part of the team driving the development of the provision to become an 'outstanding' provider of alternative education.
9. Receiving and acting on feedback to build on the strengths and improve personal performance within the Trust systems.
10. Contributing to implementing policies and practice and to promote collective responsibility for their implementation.
11. Taking into account and constantly reviewing contextual factors and prior attainment when planning.
12. Working in a cross-curricular way to support subjects across the provision in the use of active learning approaches to enrich curriculum and skills delivery.
13. Recognising, promoting and celebrating diversity.
14. To plan, coordinate, assess and review learning within the provision with appropriate staff.
15. To work with, lead and supervise other support staff throughout the curriculum.
16. To operate within the safety policy, guidance and rules for areas of safety and risk management and child protection in accordance to legislation.
17. To proficiently operate within all areas of the curriculum.
18. To accompany trips and excursions as part of the curriculum including weekends and overnight stays.
19. To assist with activities on induction/taster days/open days etc.
20. To engage in CPD and meetings relevant to the curriculum.
21. To plan wider aspects of the curriculum in liaison with the Vice Principal.

General

1. To participate in wider academy meetings and working groups as required.

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Signed:

Date: