**Start Date: Monday 17th April 2023**

**Contracts: 1. Fixed Term for the duration of a Maternity Leave, and**

**2. The Interim Period of Appointing a Head Teacher**

**Salary: Upper Pay Range**

**Main Duties & Responsibilities**

**Strategic Direction**

* To actively support the vision of the interim Principal for the Academy, securing a shared leadership structure, which ensures all of God’s children flourish.
* To manage and lead the day-to-day work, priorities and challenges of the Academy, ensuring it is organisationally efficient and staying true to its vision and values.
* To have an outward looking leadership perspective, drawing on best practice from both national and international examples.
* To work with other schools within the Academy’s collaboration, sharing expertise, knowledge and skills.
* Support the Principal with the provision of an exciting, stimulating and purposeful curriculum, establishing a strong ethic of excellence throughout the Academy.
* To support the decisions of the Principal and Governing Body across the organisation and be a critical friend to the Principal, to ensure the very best is achieved across the academy.

**Teaching and Learning**

* Strategically develop and refine pedagogy in conjunction with Curriculum Leaders, Senior Leaders and the Principal so that pupils and teachers, are highly engaged, motivated and aspirational learners.
* Develop innovative and engaging ways to ensure teaching & learning and assessment is highly effective across the Academy.
* Work with Subject Leaders to ensure there is a robust, manageable and consistent timetable of summative assessment.
* Ensure that formative assessment is carried out in an evidence-informed and consistent way so that judgements, planning and target setting is focused and accurate.
* Ensure all classrooms have stimulating environments which are conducive to learning.
* Ensure that short, medium and long term planning is in line with Academy expectations, so that all children receive a broad and balanced curriculum that teaches them to care about themselves, their community and their world.
* Ensure effective use of all financial resources available to the role.

**Leading and Managing Staff**

* To be a professional role model to all staff by demonstrating high standards of personal conduct, integrity and professional competence in line with the requirements of NPQSL/NPQLT.
* To model the Academy’s expectation of commitment to CPD by undertaking a professional qualification in leadership.
* To consistently and effectively communicate information, including timetable changes and key dates in the calendar, to all staff.
* To motivate and inspire staff to achieve excellence in all areas of the Academy, ensuring that the teacher standards are modelled at all times.
* Work with the Principal to ensure the school’s teaching and learning principles are effectively embedded across the team delegated to you.
* Offer advice to the Governing Body, Principal and other Leaders in the Academy relating to changes to national policies on teaching and learning, curriculum and assessment, relevant to the phase led or delegated accountability.
* Work co-operatively with Senior Leaders to ensure a team approach to school leadership.
* Oversee the school timetable in the delegated team.
* To ensure that support staff are employed effectively in the delegated team.
* To model excellence in all of the Academy policies, pedagogy and procedures and inspire others to do the same.

**Specific Duties**

* To hold a vigilance around safeguarding practices in the Academy and ensure best practice is modelled by all.
* To lead pupil progress meetings as directed by the Principal, ensuring all children flourish.
* To ensure the highest standards are achieved in the delegated area of responsibility.
* Promote the values and achievements of the Academy to the wider community.
* Assist in the co-ordination and leading of staff training, staff meetings, worship and assemblies.
* Manage the Academy’s lunchtime, break and PPA arrangements, along with other Senior Leaders.
* Assist with the appointment and induction of new staff and provide monitoring and support for ECTs and students where necessary.
* To ensure effective use of staff and time within the delegated area of responsibility.
* Assist in the preparation, implementation and monitoring of the school development plan.
* Ensure an outstanding internal and external environment at all times.
* Effectively use data to monitor and evaluate how the Academy is performing and be robust in securing and sustaining improvement.
* Provide outstanding leadership in line with the EIF.