

Strategic Leadership Team Generic Job Description



This JD outlines the roles that all members of the UKAT Strategic Leadership Team will be expected to fulfil. This is in addition to the job description for the specific job role within UKAT.

Core Purpose

1. Provide visionary, outstanding and inspirational leadership.
2. Successfully lead, implement and manage radical change.
3. Secure excellent learning outcomes for students by developing consistently high standards of teaching and support.
4. Create high expectations and a success culture for students and staff with personalisation at the heart of our Academies.
5. Develop proactive and positive relationships with the University of Kent sponsor, building synergy and cohesion, to impact on all aspects of the work of UKAT.
6. Support the work of the Trustee Board in carrying out their strategic duties of governance.
7. Build a sustainable, creative and distributed model of leadership.
8. Ensure all learners enjoy a positive educational experience regardless of their background or barriers to achievement.
9. Develop creative and problem solving approaches to all aspects of UKAT's work, developing and promoting innovative approaches.
10. Contribute to national and international educational thinking and developments through action research.

Staffing

1. Lead a range of staff and manage their performance in line with UKAT's personnel procedures.
2. Advise and provide guidance to a range of students and staff
3. Ensure staff compliance with a range of UKAT policies relating to absence procedures, dress codes and staff professional behaviour codes.
4. Maintain excellent personnel records
5. Contribute to the recruitment and employment of a range of UKAT staff.

Educational Standards

1. Set challenging and robust targets to drive up student achievement, attainment, progress and educational standards.
2. Contribute to the development of strategies and performance goals to attain and exceed UKAT and individual Academy Improvement Plan targets and Key performance indicators.
3. Every three years pro actively carry out an identified piece of action research from context of job role and submit findings to the Academy Trust, to further educational standards and contribute to wider educational context.
4. Promote the use of ICT as a key teaching and learning tool in developing independent learning.

5. To lead on designated sections of the UKAT/ Academy Improvement Plan.

Quality Assurance

1. Participate in UKAT quality assurance activities, as directed, including: lesson observations, subject and area reviews/inspections, policy reviews and audit trails, surveys etc.
2. Initiate QA activities within own responsibility context to measure impact of working practices and determine improvements.
3. Analyse and evaluate a range of data and activities, qualitative and quantitative, to determine their effectiveness and efficiency.
4. To monitor and evaluate outcomes of action plans following QA recommendations for improvement.
5. Carry out range of surveys with stakeholders and community partners

Policies

1. Develop and participate in developing a range of UKAT policies.
2. Support, uphold and implement all school policies and procedures

Finance and Resources

1. Manage delegated budgets within own context reporting regularly (as determined) to the Finance Director.
2. Determine allocation of funds for staff, supplies, materials and equipment and authorize purchasing.
3. Prepare and submit budget requests and recommendations, or grant proposals (bids) to solicit additional funding streams.

Community and Partnerships

1. Build and develop positive relationships with parents/carers and a range of stakeholders and community partners to impact on the work of UKAT.
2. Organise and deliver consultation and information sessions with parents/carers.
3. Develop excellent working relationships and partnerships with Trustees to support their functions within UKAT academies.
4. To attend Trustee meetings as appropriate.

Staff Development

1. Support the development of effective, high performing teams across UKAT through the delivery of training and through coaching and mentoring.
2. Identify, develop and contribute to CPD delivery within UKAT, the University and the wider community as required.
3. Coach and mentor staff towards ongoing staff development and accreditation.
4. Be responsible for the Performance Management of a cohort of Academy staff.
5. Undertake staff development and training on a regular basis.

General

1. Ensure complete compliance with Health and Safety legislation and Safeguarding procedures and policies.
2. Write articles, manuals and other publications to assist understanding of Academy programmes and policies, systems and procedures.
3. Deliver assemblies.
4. Participate in UKAT academies duty rota's for supervision of students.
5. Contribute to the teaching programme as appropriate
6. Keep up to date with research and current practice using national bodies such as SSAT, and NCL.
7. Keeping a high profile in the Academy during, before and after the academy day and be visible and pro active.
8. Assist, as part of the UKAT Strategic Leadership Team, in the preparation of the UKAT and individual Academy's Improvement plans and be responsible for its costings and ongoing monitoring against priorities.
9. Be responsible for the budgetary elements of the Self Evaluation document linked to Ofsted requirements.
10. Assist with the strategic self evaluation of UKAT/ relevant Academy against the Ofsted evaluation schedule.
11. Provide leadership, motivation, support and control of staff allocated to areas of responsibility, ensuring that appropriate standards of behaviour, performance and customer care are demonstrated at all times.
12. Collaborate with and assist others in the performance of their duties.
13. Actively contribute to the development of quality improvement programmes across the UKAT Academies.
14. Proactively implement UKATs policies and procedures.
15. Attend meetings of the UKAT Trustee Board as required

Carry out any other reasonable duties as directed by the CEO, BA Executive Principal / Deputy CEO, and CG Principal .