



# SEAX Multi-Academy Trust

## Headteacher of Thriftwood Academy



### Job Description

**The over-riding expectation is that employees and those engaged to work in the Trust will adopt high standards of personal conduct, in order to maintain the confidence and respect of their colleagues, pupils or students, the public in general and, indeed, all those with whom they work or come into contact with in the course of their employment or engagement by the individual academy.**

**This job description should be read in conjunction with the National Standards of Excellence for Headteachers (2015) which define high standards within a self-improving school system. These standards are not duties and responsibilities, but intended as a guidance to underpin best practice.**



[www.kingswodehoe.essex.sch.uk](http://www.kingswodehoe.essex.sch.uk)



[www.langhamoaks.co.uk](http://www.langhamoaks.co.uk)

**Thriftwood**

*Specialising in Business and Enterprise*

[www.thriftwoodschool.com](http://www.thriftwoodschool.com)



[www.grovehouseschool.co.uk](http://www.grovehouseschool.co.uk)



[www.thehawthorns.com](http://www.thehawthorns.com)

## Job Description – Headteacher of Thriftwood Academy

**Responsible to:** The SEAX Trust Board of Trustees and the CEO

**The post holder is responsible for providing:**

1. Inspirational leadership and visible commitment to the Academy's ethos of "No Limits on Achievement", and to obtaining the best possible outcomes for all
2. Dynamic leadership, being highly motivated and organised with very strong communication skills
3. Strategic support on the provision of a range of academy improvement interventions both within the Academy and across the SEAX Trust,
4. A commitment and passion to ensure that every young person is prepared for life after education
5. Operational leadership for safeguarding, teaching & learning, curriculum and outcomes of the Academy and for working alongside the Trust executive team, for health & safety, finance, and HR
6. accountabilities to be met in accordance with the provisions of the School Teachers' Pay & Condition Document and within the range of teachers' duties set out in that document, and the National Standards of Excellence for Headteachers (2015).

**Key Responsibilities: General**

- Provide vision, leadership and strategic direction to the Academy Leadership Team, working with the Trust executive team to ensure that the strategic direction of the Academy fits with the Trust vision and strategic direction
- Ensure that there are clear practices, systems and approaches which go across the two sites, with an emphasis on developing further a shared culture and ethos as well as a clear and shared understanding of the work of both sites in preparing young people for life after education
- Lead by example and provide inspiration and motivation
- Embed best practice across all aspects of Academy life and learning
- Play a key role in ensuring that expectations are high and good practice is shared across the Academy and the other academies in the Trust
- Provide day to day management of the Academy
- Provide direction that inspires and motivates pupils, staff and all other members of the Academy community.
- Actively promote and demonstrate creativity, innovation and the use of new technologies to achieve excellence in all aspects of curriculum development and delivery
- Consistently review the curriculum provision on both sites to ensure it is innovative, personalised and reflects priorities for each student's personal development

**Strategic Leadership**

- Ensure that the key areas for improvement are successfully addressed, leading to continuous improvement, working alongside the CEO and Director of Academy Improvement
- Allocate responsibility for specific areas for improvement and work with other key leaders to support them in this role
- Report on a half termly basis to the Local Academy Committee and to the CEO and Director of Academy Improvement
- Lead on Academy self-evaluation, using the Trust Academy Improvement Framework and document this through a regularly updated Academy Improvement Plan and Self Evaluation Form
- Working with the Trust executive team, implement a staff restructure, where appropriate, to reflect a newly formed Leadership Team
- Support the implementation of a strategic plan, underpinned by sound financial understanding, which identifies priorities and targets, ensuring that students achieve the highest standards, increasing teachers' effectiveness and securing Academy improvement
- Working closely with the Trust executive team, Academy Leadership Team and the Local Academy Committee, set realistic long and short-term financial budgets and targets

- Ensure the Academy fulfils all of its statutory obligations and embellish these as they are updated, refined or introduced
- Ensure that the Academy can provide clear and coherent evidence of pupil progress
- Successfully lead the Academy through regular academy improvement reviews, Ofsted Inspections or other external reviews
- Ensure that the two sites work as one with a clear progression and smooth transition between sites for pupils

### **Building Relationships**

- Work successfully in partnership with the Trust executive
- Create and maintain an effective partnership with parents and carers to support and improve students' achievements and personal development
- Create and maintain collaborative partnership arrangements with wider stakeholders, including key partners within Essex Local Authority (and other local authorities), the relevant CCGs and social care agencies, referral partners, employers and the voluntary and community sectors
- Ensure members of the Local Academy Committee and the Trust Executive Team are provided with accurate, relevant and timely information to assist them in making decisions
- Support and develop the positive image of the Academy on both School and College sites, with an emphasis on sharing knowledge and practice and learning from others
- Collaborate effectively with other Academies within the Trust, to ensure the Academy maintains a strong moral compass and undertakes its responsibilities seriously in relation to its delivery of personal, social, moral and spiritual education
- Develop links with local employers so that the work-related learning and preparation for adulthood aspects of the life of the Academy are enhanced and allow our young people to have the best possible opportunities to success in life after education
- Recruit, motivate, develop and retain high quality staff
- Provide a safe culture across the Academy, where Health & Safety is managed effectively and creatively, whilst continuing to enable exciting and innovative curriculum activities

### **Developing Self and Working with Others**

- Work as a positive team-player, demonstrating mutual respect and integrity for others, whilst maintaining open and effective communications at all levels within the Academy and the Trust
- Build a collaborative learning culture within the Academy and actively engage with other Trust Academies, and beyond, to build effective learning communities
- Support the development and maintenance of effective strategies and procedures for staff induction, continuous professional development and performance review for staff of all designations over a one to two year cycle
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities, working with the Trust Director of HR to ensure that all have appropriate and up to date Job Descriptions
- Regularly review self-practice, set personal targets and ensure all staff take responsibility for their own personal and professional development
- Ensure an awareness of current educational policies, practices and initiatives, both locally and nationally, and plan for their impact upon the Academy

### **Safeguarding and Safer Recruitment**

- Ensure all staff and volunteers share the Trust's commitment to safeguarding and promoting the welfare of children and young people, as required by Keeping Children Safe in Education
- Ensure sufficient resources and time are allocated to enable the Designated Safeguarding Lead and other staff to discharge their responsibilities, including taking part in strategy discussions and other interagency meetings
- Coordinate and contribute to the assessment of children, with specific reference to Education, Health and Care Plans, as appropriate

- Ensure that all staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and that such concerns are addressed sensitively and effectively in a timely manner, in accordance with the Trust's whistle-blowing practices
- Support the Academy and the Trust to ensure that individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation

### **General duties**

- Encourage **interaction and teamwork** within the Academy and Trust; sharing ideas and new initiatives
- Actively engage in the **professional development programme**, monitor and assess own performance and take a proactive approach to professional development
- Participate in the **performance and development review process**, taking personal responsibility for identification of learning, development and training opportunities
- Contribute to the overall **ethos, work and aims** of the Trust
- Comply with all **Academy and Trust policies and procedures**, including the Code of Conduct and those relating to child protection, equal opportunities, health & safety, confidentiality and data protection, reporting concerns to an appropriate person.

The duties above are neither exclusive nor exhaustive and the post-holder may be required by the CEO to carry out appropriate duties within the context of the job, skills and grade.

The SEAX Trust and all of its Academies are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to complete a Disclosure & Barring Service (DBS) application, medical checks and references.

This job description will be reviewed annually and may be subject to change or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post-holder's professional responsibilities and duties.