

JOB DESCRIPTION

Head of Through School

Core Purpose

To be the Head of Through School (Washwood Heath Primary & Secondary) and to contribute to the strategic leadership and management across all academies in Washwood Heath Multi Academy Trust (WHMAT).

Having overall accountability for the direction and standards in the Through School as well as being responsible for establishing, supporting and developing the culture/ethos of all academies in WHMAT, with support of the CEO and WHMAT Trustees.

Responsible to: CEO of WHMAT

Line management of: Deputy Head of Primary & Secondary and other colleagues according to the line management structure of the Through School.

Duties

Future

1. Provide inspiring and purposeful leadership for the staff and pupils of Washwood Heath Through School
2. To work with the Board of Directors to create the strategic vision for WHMAT
3. To work with CEO to ensure that all those involved in the Through School are committed to WHMAT's aims, motivated to achieve them, and involved in meeting long, medium and short-term objectives and targets which secure its educational success.
4. To ensure that all the resources of their Through School are deployed to raise achievement and attainment
5. To ensure the Through School's curriculum is fully inclusive and ensures that the experience of all young people meets their needs, and challenges and inspires them to be successful and happy.

6. To ensure the appropriate learning environment is created and maintained so that pupils can have the best chances of success
7. To ensure that the business model for WHMAT is delivered in their Through School in collaboration with the Board of Directors and the Finance Director
8. To support the use of external links which will enhance, secure and develop the curriculum, teaching and learning experience within the Through School
9. To lead in building the reputation and public profile of the Through School and of WHMAT

Teaching and Learning

Working alongside CEO and with partner Heads of Academy: -

1. To ensure the Through School has a clear and consistent vision of outstanding Teaching and Learning, through appropriate use of benchmarking and comparative data to set targets
2. To lead in the effective use of the management information system in the Through School and to ensure that data is used to identify strengths and weaknesses in review and that improvement planning is used to build on strengths and eliminate weaknesses and staff are encouraged to share and spread outstanding performance across WHMAT
3. To ensure that, through effective professional development of all staff, the quality of lessons is in continuous improvement with the aim of an increasing percentage of lessons meeting expected standards
4. To ensure high expectations and demanding targets across the academy
5. To monitor, challenge, review and hold to account direct reports and/or other SLT members in the Through School as appropriate in order to achieve agreed outcomes
6. To support the culture within which under-performance is challenged at all levels
7. Determine and implement positive strategies and programmes which ensure excellent student behaviour and discipline and give support and clear guidance on exclusions.
8. Develop and maintain effective links with the community including business and industry, to extend the curriculum and enhance teaching and learning.

Self and others

1. To ensure that performance review is an effective and managed strategy to improve the professionalism of all staff within the Through School, with training and development at the core of improvement
2. To embed a culture of high expectations as a model for all those in the Through School
3. To ensure that planning support and evaluation of all teams and individuals is effective and targeted at learning and improvement

4. To be the leading learner in the Through School through own practice and through high standards and targets for personal growth
5. To support the CEO in the recruitment of high quality staff who may be deployed across WHMAT as appropriate
6. Participate in the arrangements made in accordance with the regulations for performance management and threshold assessment, and to participate in the identification, along with CEO of areas in which the Heads of Academy would benefit from further training and undergoing such training
7. Ensure the Deputy Head of Academy or other suitable person, assumes responsibility for the discharge of the Head of Through School's function at any time when absent from work
8. To manage own workload and that of others in order to meet the development plan

The organisation

1. To ensure equity and transparency in all aspects of the organisation across the academy
2. To work with the Board Trustees, Local Advisory Boards and CEO to develop an organisational structure which is fit for purpose and reflects the stated values of WHMAT
3. To ensure plans and policies are grounded in evidence-based judgements focused on continuous improvement
4. To lead in the management of the academy's human, financial and physical resources with support from HR, Finance and estates as appropriate
5. To recruit and retain high quality staff and deploy appropriately within the Through School
6. To take responsibility for ensuring a secure and safe environment for young people and promote an understanding for Health and Safety in all aspects of the Through School
7. To promote effective multi directional communication across all members of the Through School to embed a consultative ethos

Safeguarding Children and Safer Recruitment

Responsibility to ensure the Through School is committed to safeguarding and promoting the welfare of children and young people in line with *Keeping Children Safe in Education* statutory guidance.

Accountability

1. Accountable to the CEO and Board of Directors for the performance of the Through School
2. To present a coherent, accurate and appropriate account of the Through School's performance in a form appropriate to range of audiences and stakeholders, including the Local Advisory Board, the local community and OFSTED

3. To secure a climate across the Through School which supports and enables collaboration within the Through School and across WHMAT academies
4. To ensure individual staff accountabilities are clearly defined, understood agreed and recorded through annual review of job descriptions and staff appraisal
5. To hold to account senior leaders in the Through School for their performance
6. To ensure student, parents and others in the learning community understand their roles and responsibilities
7. To work with the CEO to enable her to meet the statutory responsibilities of WHMAT
8. To be accountable to the Board of Directors for the financial and physical resources and the statutory requirements relating to their Through School

Other Duties and Review

The Head of Through School will undertake such duties as may from time to time be reasonably assigned by the CEO.

The job description allocates core initial duties and responsibilities which will be reviewed periodically and when appropriate. It is therefore not necessarily a comprehensive definition, and may be subject to change or modification at any time after consultation.

Signed..... Date.....

CEO..... Date.....