

Dear Applicant

Thank you for your interest in the position of **Head of Schools (Salary Range: Leadership Scale 11-15) at Forest Gate Academy**, Daniel Adamson Avenue, Partington, Manchester, M31 4PN and **Partington Central Academy**, Central Road, Partington, Manchester, M31 4FL.

Please find below a job description and person specification.

If you would like to learn more about The Dean Trust, please visit thethedeantrust.co.uk.

Method of Application

The preferred method of application is electronically via email to office@partingtoncentralacademy.co.uk. All applications must be made using the Dean Trust's application form. Applications will be shortlisted for interview and the HR Department will contact those applicants who are selected. Interviews for this post will take place week commencing 29th January 2018.

Closing Date

Applications received after the closing time of **3pm Friday 16th March 2018** will not be considered.

The Dean Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

If you have any questions please contact us on 0161 973 1179 or email office@partingtoncentralacademy.co.uk. Thank you again for your interest in working for The Dean Trust. We look forward to hearing from you.

Mrs J Hesketh
HR and Senior Administrator

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Job Description

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.

Job title	Head of Schools
Reporting to	Miss Anita Edwards (Executive Headteacher)
<p>This post has arisen due to a recent increase in the number of schools/academies within the Trust. The role is aimed at those currently in a senior staff role who have the vision as well as the skills to support the development of partnership schools within the Trust.</p> <p>It is essential that applicants are flexible as it will be a requirement for them to work across the two Partington Primary schools, and on occasion across other schools within the Trust.</p>	
Main purpose of job	<p>To act in the role of Head of Schools in our partner schools, Forest Gate Academy and Partington Central Academy, deputising for the Executive Headteacher within two very successful settings.</p> <p>This is an excellent development opportunity for the successful applicant who will benefit from working alongside The Dean Trust Senior Team within a very successful Multi-Academy Trust.</p> <p>At the heart of The Dean Trust operation is an Outstanding Teaching School based at Ashton on Mersey School and we will expect the successful applicant to contribute to the work of the Teaching School and with schools supported by The Dean Trust.</p>
Key responsibilities:	
<ul style="list-style-type: none"> • The day to day running of the schools • 50% of the role will be class teaching across both schools • Modelling the highest possible standards of personal professional conduct • High quality Leadership and Management of identified responsibilities to secure: <ul style="list-style-type: none"> - Improvement in attainment for students - High quality Teaching & Learning - Effective strategic direction, Leadership & Management - Excellent relationships with and between all staff (support staff and teachers across sites) - Effective use of resources and a safe and healthy working environment for students and staff - Overall responsibility for the quality of Teaching & Learning across the curriculum - Achieving agreed annual targets for the role as established through the Performance Management process - Managing effectively any budgets and resources alongside the Executive Headteacher - Establishing and promoting the school's brand to external organisations - Ensuring the safety and welfare of students - Meeting the Teacher Standards and, where appropriate, the Post Threshold Teacher Standards as described in the School Teachers' Pay and Conditions of Service document and the new Headteacher Standards 	

- The post holder alongside the Executive Headteacher, will have the overall responsibility for the day to day operation of the schools, the standards of teaching, learning and outcomes of the whole school curriculum in both settings
- The post holder should see him or herself as one of the two school leaders (Executive Head and Head of Schools) leading the senior leadership teams, modelling the approaches and values expected of others. The senior team will have absolute responsibility for setting standards and creating an ethos and culture that will pervade all aspects of school life in both settings.
- The Head of Schools will develop and encourage effective and positive working relationships with and across the entire staff as a whole, the leadership teams and those they line manage (in both schools). They will actively assist and drive the establishment of a strong team of leaders (both administrative and teaching) who are proud of their work and achievements; where colleagues are valued and supported; and where motivation is developed and sustained
- The Head of Schools will act as a positive role model for others, inspiring them through high quality personal and professional conduct that sets the standard. He or she will help to shape the vision, ethos and policies of the schools and promote high levels of expectation and achievement amongst all staff and students. The post holder will provide the practical support, guidance and professional development that will enable the entire staff to fulfil their roles and responsibilities
- The Head of Schools will work with the Senior Leadership teams and deputise for the Executive Headteacher to ensure a safe, secure, stimulating and motivating learning environment across the schools where children are happy learners who feel valued and cared for, act safely, learn to respect others, aim high and can grow as people. Enabling each child to reach the highest academic standard possible is to be seen as the heart of whole person development. The Head of Schools will lead the development of positive pupil attitudes and behaviour across the schools and model and ensure adherence by all, to all whole school protocols, policies and procedures in both settings
- The Head of Schools will have responsibility for the SEF and SIPs and alongside the Executive Headteacher will monitor quality control. The Head of Schools will deputise for the Executive Headteacher
- The Head of Schools will demonstrate a commitment to teaching in both schools and have an extensive knowledge and understanding of how to use and adapt a range of teaching and learning strategies to provide opportunities for all learners to achieve their full potential.

Main duties:

- As staff with specific responsibilities are appointed, they will be encouraged to use their initiative and innovate in order to raise standards.
- Inspire, motivate and lead all staff and, demonstrate the highest standards of personal professional conduct
- 50% of the role is to plan and deliver effective class lessons
- With the Executive Headteacher, establish and lead a culture that promotes excellence, equality and high expectations for all students
- Safeguard and promote the welfare of children and young people throughout the schools, working closely with the Executive Headteacher and other members of the senior leadership team
- Ensure that reward and discipline procedures and processes are consistently applied to ensure good student behaviour, that allows students to be ready to learn as well as make good progress in class
- With the Executive Headteacher, develop and implement a school brand (in both settings) that is supported and promoted internally and externally and champions the schools' quality and achievement
- With the Executive Headteacher, build strong and supportive teams at senior, middle leadership and whole staff level based on excellent communication, shared vision and best practice
- Advise the Executive Headteacher on all issues relating to the media
- Ensure that the Senior Leadership Teams are implementing the appropriate and innovative use of initiatives to support learning and raise standards throughout the schools
- Ensure subject/area leads champion the achievement of school aims
- Represent the school at external and internal events in a professional and enthusiastic manner
- Prepare the school for a successful Good/Outstanding Ofsted
- Actively support the governing body by preparing reports, documentation and presenting information to the board/committees
- Responsibility for the effective leadership and management of the:
 - a. Operational management of the schools in respect of staff, students and site

b. Additional responsibilities and specifics relating to these will be agreed with the successful candidate as the school partnership develops

All employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the brand style
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning activities as required
- Participate in the school/academy Performance Management process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To promote the area of responsibility within the school/academy and beyond
- To represent the school/academy at events as appropriate
- To support and promote the school/academy ethos
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post
- To undertake any other reasonable duties at the request of the Chief Executive Officer and Headteacher.

All post holders must comply with The Dean Trust professional standards for leaders and managers. The job description will be updated where appropriate in consultation with the post-holder.

Should the successful applicant be a Newly Qualified Teacher, the appointment, in the first instance, would be for a period of 1 year with a review on successful completion of NQT year.



Person Specification

In January 2015, The Department for Education published new standards of excellence for Headteachers and aspiring Headteachers. Encompassed in that document are some of the key values and expectations we hold of all of our Senior Leaders. In the position of Senior Education Leader, we expect the post holder to embody these qualities and as such, they form the basis of the person specification for this role. (Headteacher Standards January 2015 enclosed).