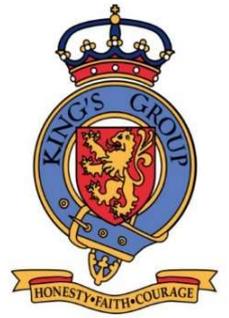


King's Academy Binfield and King's Academy Oakwood
Job Description
Head of Primary
KGA L31- 39 (£59,040 to £64,914 including London Fringe)



This Job Description may be amended at any time following discussions between the Executive Principal and member of staff, and will be reviewed annually. It is anticipated that the strategic and day-to-day nature of the role will evolve as the academy grows and develops.

Job Purpose

As a key member of the Senior Leadership Team, to manage primary provision across King's Academy Binfield and King's Academy Oakwood.

To support the Executive Principal to deliver the highest possible educational standards in the academy, and create an atmosphere and structure in which all students feel valued and all staff have high expectations of them.

To deputise for the Executive Principal in their absence.

To undertake the day to day operational management of the primary provision.

To work in partnership with the SLT to plan, implement, develop, monitor and review all policy and practice within the academy.

To play an active and pro-active role as a member of the Senior Leadership Team of the academy.

Strategic Direction and Development of the Academy (in co-operation with, and under the direction of, the Executive Principal) to:

- Embrace and develop the KGA strategic vision
- Fully embrace the benefits of global connectivity as a KGA Academy
- Ensure that learning is the cornerstone of everything the academy does
- Create a culture of openness and respect which celebrates success however it may be positioned for students, staff and wider stakeholders
- Develop a culture that promotes inspired teaching and outstanding learning and where success is the norm
- Develop and implement policies and practices that promote effective learning in a safe and secure environment
- Take a leading role in the development and use of existing and emerging technologies to ensure continuous improvement in the learning experiences and outcomes of students
- Continuously monitor, evaluate and review every aspect of academy life

Leading and Managing:

- In partnership with the Executive Principal, provide leadership that will inspire, motivate and develop students, staff and all involved with the academy
- Encourage openness and a culture in which the opinions of all in the academy community are listened to and valued
- Provide opportunities for staff to develop their professional skills to improve performance and student achievement
- Maximise the professional development opportunities for all staff arising from our partnership with the King's Group of International Academies
- Encourage a culture of teamwork, partnership and continuous improvement in all aspects of academy life
- Lead and manage colleagues in their line management and work with senior colleagues to manage all staff effectively, including assisting in implementing a system of performance management in order to ensure the provision of high quality education.

Teaching and Learning

- Ensure that teaching and learning are of the highest standard, enabling all students to achieve ambitious targets
- Develop and retain inspirational teachers dedicated to instilling high aspirations in all of our students
- Support the design of a curriculum to ensure every student benefits from our partnership with the King's Group of International Academies
- Support the Executive Principal in the implementation of the academy's monitoring and evaluation policy.
- Monitor and develop systems to promote excellent behaviour for learning, sanctions and rewards.
- Promote and sustain an ethos of mutual understanding, respect and co-operation between students, parents, teachers, governors and everyone involved with the academy
- Ensure that transition is as effective and positive as possible for all groups of students.
- Inspire an outstanding extra-curricular offer in terms of sport, clubs and activities, personal development opportunities, trips and visits
- Ensure that learning experiences are matched to the needs of individuals through personalising their learning and that each student develops a firm foundation on which to build the next phase of their life and achieve their individual targets
- Monitor, evaluate and review the quality of teaching, learning and assessment to ensure that the highest standards are maintained

Resource Management

- Deploy resources efficiently and effectively to meet academy objectives whilst providing excellent value for money
- Develop, deploy and retain staff of the highest quality
- In liaison with the Executive Principal, maintain effective financial controls, prioritise the allocation of funds, monitor income and expenditure
- Manage the site, premises and equipment effectively and in line with legal requirements, ensuring the security of buildings, contents and grounds and the safety of people at all times
- Ensure that all resources and facilities are maintained in good order
- Upgrade, develop and extend resources in order to improve facilities and opportunities for students, staff and the wider academy community

Accountability

- Be accountable to the Executive Principal for all aspects of the management and development of the primary provision across both academies
- Support and develop a culture in which students, staff and governors recognise that they are all accountable for the success of the academy
- Provide appropriate reports, information and advice to the Executive Principal, Local Governing Body and Trustees' Boards
- Ensure that parents and other stakeholders are well informed about students' achievements and the academy's progress.
- Develop opportunities for student voice to be heard and to share in the decision-making processes of the academy
- Promote a high reputation for the academy that is validated by external accreditation
- To place the highest priority on student welfare and safeguarding

Community

- Build an academy culture that celebrates diversity and mutual respect
- Involve parents in all aspects of academy life
- Forge and sustain links with a range of organisations in the local community
- Provide as many opportunities as possible for community involvement in order to ensure optimum use of the academy facilities
- Develop strong, mutually beneficial links with local schools and external providers that enhance learning opportunities and the effective use of resources
- Seek opportunities to invite parents, community figures, business leaders and others to the academy to enhance learning opportunities for students and strengthen links with the community
- Work in partnership with other agencies in providing for the academic, spiritual, moral, social and emotional well-being of students

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. Where such duties amount to more than a temporary adjustment to the main responsibilities of this job description, it will be amended accordingly. It will anyway be subject to periodic amendment whenever circumstances or appraisal processes dictate changes in the postholder's role within the Academy.

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

King's Academy Binfield and King's Academy Oakwood are committed to equality of opportunity. We positively welcome applications from all sections of the community.

King's Academy Binfield and King's Academy Oakwood are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake a DBS enhanced

clearance for this academy.

January 2019