## General duties and responsibilities of a member of the school’s senior leadership and management team (SLMT)

## To be an active member of the SLMT working in a collaborative and productive manner with all members of the team (see paragraph 3 below) and liaising with colleagues as required playing a full and active part in:

#### Being a positive professional role model for all other staff exhibiting high expectations and leading by example

#### Providing quality advice and assistance to the Principal on all school matters required including staffing matters and the appointment of high calibre staff

#### Providing an appropriate and effective communication channel between the Principal and all other members of staff

#### Developing the ethos, vision and Core Values of the school, in consultation with the staff, students, parents and governors

#### Providing clear strategic direction which achieves the highest quality educational provision

#### Maintaining a secure, caring, welcoming, happy, stimulating and challenging learning environment

#### Driving forward continual improvement in the school and ensuring the school benefits from a rigorous self-evaluation framework which substantially contributes to raising standards

#### Contributing to the development, implementation and evaluation of the school improvement plan in consultation with staff and governors

#### Monitoring and evaluating the quality of teaching and learning across the school and devising and implementing strategies for improvement as appropriate

#### Promoting and supporting high standards of behaviour, attendance, punctuality and work among the students and actively support the school uniform policy

#### Line managing others as required

#### Attending meetings within the school and of the governing body and providing reports as required

#### Establishing an effective partnership with the community, governors and parents to promote the best possible educational opportunities for all students

#### Ensuring the implementation of whole school policies and engaging in regular monitoring and evaluation of school policies.

#### Engaging in personal professional development to ensure up-to-date knowledge of current issues and practices

#### Ensuring statutory obligations are met

#### The effective deployment of resources and budgetary control

#### The professional development and appraisal of the staff

#### The maintenance and use of school estate including site and buildings

#### Ensuring that the organisation/curriculum of the school is appropriate to the needs of the pupils/students in the light of local and national priorities

#### Promoting and supporting a full and meaningful programme of extra-curricular activities which will be available to and appeal to all members of the school

#### Ensuring that full and effective use is made of external support organisations available to the school, both via the Local Authority and other external providers

## Other clauses:

#### This job description may be varied to meet the changing demands of the Academy at the reasonable discretion of the Principal

#### The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

#### This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. All members of the school on the Leadership scale should be aware that their conditions of service are not the same as main scale teachers and are therefore not subject to restrictions like 1265 hours or 195 days.

#### The job description is not necessarily a comprehensive definition of the post. It will be reviewed periodically and it may be subject to modification or amendment at any time after consultation with the post holder.

#### The post holder may deal with sensitive material and should maintain confidentiality and accuracy in all Academy related matters and be aware of the requirements of the Freedom of Information Act

#### The order of the listed responsibilities should not necessarily imply any order of priority. All responsibilities should be regarded as of equal importance.

## Team and Team work – description and definition

#### A group of people with a full set of complementary skills required to complete a task, job, or project with the willingness to put the good and success of the team and the organisation above personal success and gain.

#### Team members operate with a high degree of interdependence, share authority and responsibility for self-management, are accountable for the collective performance, and work toward a common goal and shared rewards.

#### A team becomes more than just a collection of people when a strong sense of mutual commitment creates synergy, thus generating performance greater than the sum of the performance of its individual members.