



Job Description

JOB TITLE	Regional Director of TSAT South & Executive Principal of The Portsmouth Academy
PHASE	Primary & Secondary
REPORTING TO	CEO
RESPONSIBLE FOR	TSAT South Schools

Job Purpose

The Regional Director will lead the schools within their region to be sustainably successful over time. They will provide high level strategic leadership and management across aspects of the Trust's activities agreed with the CEO.

They will ensure that their schools provide high quality education for all their pupils through effective and efficient use of resources and people.

They will represent the Trust with a range of relevant stakeholders. They will provide strong leadership and management of The Portsmouth Academy ensuring continued improvement and high quality, engaging and fulfilling cognitive education for all students.

The Regional Director (South) is Ofsted accountable for The Portsmouth Academy and will lead on, and be accountable for, the operational and strategic leadership, supported by a suitably structured senior team.

Duties and Responsibilities

MAIN RESPONSIBILITIES AND CORE DUTIES:

1. Setting and delivering targets that support the Trust's total education strategy and school improvement strategies

- Quality assure target setting of educational outcomes to achieve a culture of high aspirations and achievement
- Work with the Deputy Regional Director and Headteachers/Principals to ensure effective use of data to monitor and raise standards for all pupils
- To visit the regional schools on a regular basis, monitoring and evaluating performance, providing support and challenge
- Ensure trust wide strategies for developing or improving education are implemented effectively in schools by Headteachers/Principals
- Work with the Deputy Regional Director and Headteachers to develop and refine efficient and informative reporting of schools' performance, appropriate for the different audiences which require information



2. Planning and delivering strategic change effectively

- Adhere to the Trust model of planning change to create a strategy to support the adoption of changes required by a project or initiative
- Utilise a full range of tools to support and engage senior leaders so that change leadership is effective and a maximum number of relevant stakeholders adopt the change
- Support the design, development, delivery and management of communications
- Define and measure success of any changes initiated
- Work as team player, working collaboratively with and through others
- Remain resilient and tenacious, tracking and dealing with issues and managing risk

3. Operational leadership including accountability for Health and Safety and budget performance

- Work with the Head of Business and Operations (HBO) to maintain control and oversight of the financial performance of all the South schools, developing a five-year budget that ensures the Region lives within its means
- Lead strategic workforce planning with the Deputy Regional Director (DRD) and the HBO that enables schools to meet their objectives with the financial resources available
- Ensure Health and Safety policies and procedures are adhered to within the Region through monitoring and update meetings with HBO, DRD and Facilities Team, as necessary
- Ensure a positive working relationship with the South Region's HBO to remain informed of business operations performance and agree action plans to improve or develop these where necessary
- Ensure schools follow all relevant compliance legislation, working with their HBO and the Governance and Compliance team to monitor and control this
- Work with senior leaders at schools and Trust to create a premises and technology development plan that creates high quality facilities for the schools and meets the needs of any future requirements
- Work with senior leaders to develop a marketing strategy that positively promotes the schools within the Region

4. Holding to account the Deputy Regional Director (DRD) and Headteachers/Principals including providing/securing leadership in their absence

- Line management of DRD, supporting them with strategic decisions
- Line manage the most senior members of The Portsmouth Academy's senior team
- Line manage the Designated Safeguarding Lead and the Executive PA at The Portsmouth Academy
- Support staff on their Professional Growth journeys



- Actively carry out Quality Assurance visits to schools in the South Region, analysing data, School Improvement Plans and Heat Maps
- Arrange, and take part in, external Quality Assurance of Regional Schools including The Portsmouth Academy
- Ensure capacity is built within the schools for them to run effectively if the Head or Principal is on long term absence
- With the DRD, quality assure Governor reports and challenge accordingly
- Support the DRD and Headteachers/Principals in preparation for Ofsted and QA visits

5. Wider trust involvement including supporting the Accounting Officer and other Executive members

- To lead on whole Trust initiatives and projects as agreed with the CEO
- Use Trust systems and structures to lead and manage organisational change
- Engage with a wide range of stakeholders to secure Trust wide change
- Engage positively with other change projects being developed in our Trust to support their development and implementation in their regional schools.
- As a system leader they will represent the Trust with a range of relevant stakeholders and partners

6. Ensuring governance arrangements are effective and risk management is embedded within all layers of leadership

- To act as the lead officer for the Regional Governor meetings
- Ensure Governors are kept up to date with all relevant information about The Portsmouth Academy. Attend and present at all TPA Governor meetings
- Review the risk register regularly with the HBO and ensure that Heads are actively discussing risk within their leadership teams and considering risk as part of their decision-making process
- Provide the RGB a regular update on risk management strategies and highlight any issues that could have a high impact on the schools within the Hub
- Work with the Head of Governance to ensure that all Governors meet the skills required and are engaging effectively

7. Leading in the community through collaboration and wider stakeholder engagement

- Support DRD, Headteachers and Principals to lead community schools that offer place-based learning opportunities as an element of their educational offer
- Work with stakeholders to ensure TPA has a positive reputation of achievement and aspiration within the community
- Develop productive relationships with relevant community partners that support and enhance the strategic aims of the Trust
- Seek opportunities for TPA students to engage in community events that benefit their academic and personal development



- Represent the Trust in appropriate local academic collaboration groups and forums

8. Developing Self and Working with Others

- Motivate and enable all TPA staff to carry out their respective roles to the highest standard, through high quality continuing professional development based on assessment of needs
- Treat everyone within each Academy fairly and equitably ensuring a high standard of professional development for all staff and for self
- Keep abreast of educational developments and best management practice to introduce appropriate innovation.
- Develop a culture of personal responsibility that recognises both excellence and supports appropriate strategies to deal with under performance
- Develop and maintain respect across all stakeholders, inspiring individuals to contribute positively to shared ideas and plans for the academies
- Develop the capacity, through coaching and other appropriate means, of educational leadership and management, particularly the Senior Teams

9. Leading The Portsmouth Academy

- Carry out the duties of an Ofsted accountable Headteacher, supported by a suitably structured senior team
- With the senior team, develop the shared vision and strategic plan for the Academy
- Create and maintain a culture of raising aspirations and improving outcomes
- Ensure inclusive practice is in place and well led
- Work with stakeholders to generate enthusiasm and commitment
- Secure and sustain effective teaching, learning and assessment
- Create and maintain a culture of challenge, support and high expectations of all
- Provide dynamic, consistent and motivational leadership, ensuring the successful delivery of the vision
- Support leaders to develop their own skills and knowledge – Growing Great Leaders
- Deploy staff effectively

Conditions

The Regional Director will undertake any other duties relevant to the post as deemed necessary by the CEO and Trustees, including leading Trust initiatives and ensuring governance and compliance across all Hub schools.



Generic Duties relevant to all members of Staff

The Trust

- The ethos of our Trust is “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims. All staff should act with professional integrity at all times, following the “Code of Conduct”.

Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust’s Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

Health and Safety

- Employees are required to work in compliance with the Academy’s Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

Safeguarding

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest



priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead

Data Protection

- Ensure confidentiality of personal data at all times by sharing, processing, obtaining and advising on data in line with Trust Data Protection policies and procedures. Having due regard for the high level of personal and special category data processed within your role.
- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of this role **Regional Director of TSAT South & Executive Principal of The Portsmouth Academy**

Name:.....

Signed:

Date: