

ANNEX D

DESIGNATED SENIOR POSITIONS

- 1 Designated senior positions are specific to each Academy. The decision as to whether a post is a designated senior position or not is made by the Local Governing Body and the Principal in consultation using the guidelines set out in this document. Some adjustments to the criteria may be required in the circumstance where the Academy is starting with one year group at a time and so may have a different requirement for the pattern of leadership responsibilities.
- 2 A re-evaluation of decisions in respect of the senior designated positions within the Academy will be made at the point at which
 - (a) The person holding a designated senior position post changes;
 - (b) The leadership structure of the Academy is reviewed.
- 3 The intention is that the number of employees who hold designated senior positions is quite small, probably not more than ten in any one Academy and sometimes only two.
- 4 In principle, designated senior positions are those with a leadership rather than a management focus. In deciding whether a position falls into this category, the Local Governing Body and the Principal will consider the extent to which the following requirements are met:
 - (c) A leadership role in which there is a shared responsibility with the Principal to promote, articulate and disseminate the vision and ethos of the school;
 - (d) The authority to speak on behalf of the Principal;
 - (e) Is a member of the Senior Leadership Team and is directly line managed by the Principal;
 - (f) Substantial accountability for Academy wide issues which are contained in or contribute to improvement objectives, for example, performance, standards and pupil achievement;
 - (g) Outward facing responsibilities in respect of, for example, the Academy's public presence locally and nationally.
- 5 Although this note uses specific job titles, equivalent job titles are also assumed in relation to each. For example, this note refers to Principal. Equivalent job titles might be Head, Director, Warden, etc. This list is not exhaustive.
- 6 In all Academies both the (i) Principal and (ii) Deputy or Vice Principal will be designated senior positions.
- 7 In some Academies designated senior positions may also include (iii) Assistant Principal. This will depend on factors such as:
 - (h) Size of the school
 - (i) Staffing structure
 - (j) Membership of the senior leadership team

- 8 In a through school Academy designated senior positions may also include (iv) Head of the Primary School.
- 9 In a large Academy, designated senior positions may also include Heads of significant sections for example (v) Head of Lower/Middle/Upper School and/or (vi) Head of Sixth Form.
- 10 Where these posts are substantial and where they are included within the senior leadership team, designated senior positions may also include support staff posts such as (vii) Bursar/Chief Financial Officer or (viii) Head of Network Services.
This will depend on factors such as:
 - (k) Size of the school
 - (l) Staffing structure
 - (c) Membership of the senior leadership team
- 11 The above note does not preclude other senior posts that carry substantial responsibilities being included as a designated senior position.
- 12 These arrangements may be amended from time to time through consultation and agreement between ULT and its recognised Trade Unions.