

Job description – Headteacher

Pay Range:	L14 – L20
Responsible for:	Deputy Headteacher, School Staff
Responsible to:	Chief Executive Officer
Overall purpose of the role	
<p>The Headteacher is responsible for managing the daily operation of the school, the supervision of all pupils and staff, and the school premises.</p> <p>They provide the day-to-day direction and leadership that represents a consistent and effective model of integrity, excellence, collaboration and accountability.</p>	
Specific responsibilities	
Professional Duties	
<ul style="list-style-type: none">• Promote the Trust’s vision, values and ethos to pupils, staff governors, parents and the wider community• Create a shared learning culture and positive climate through distribution of leadership through teams and individuals, working across the Trust as appropriate.• Translate the vision into agreed objectives and operational plans for the Trust and across each school.• Develop a Partnership ethos with the other Heads of schools within the trust, which enables everyone to work collaboratively.• Ensure individual staff accountabilities are clearly defined, understood and communicated.• Ensure compliance at every level with school policies and procedures.• Ensure every child has access to high quality teaching and learning, in a safe and stimulating learning environment• Create and promote positive strategies for challenging inequality and prejudices.• Ensure a range of community-based learning experiences are available.• Actively promote community cohesion and the extended services, working with other parties as appropriate.• Create and maintain effective relationships with parents to support and improve pupils’ achievements and personal development.• Build a school culture that takes account of the richness and diversity within the School’s community.• Actively promote the schools as centres of excellence for education and families in the local community.• Collaborate with other agencies to ensure pupil and community needs are meet.• Develop effective links with the community to extend the curriculum, enhance teaching and broaden learning opportunities.	
Leadership and Management	
<ul style="list-style-type: none">• Effectively manage the school on a day to day basis, being responsible for the overall operation of all school events, day to day human resources issues, and school premises and facilities.• Recruit, retain and deploy staff appropriately within own School, and with Heads of schools within the Trust to identify development opportunities across the Trust.• Develop effective relationships and communications with parents and the local community which underpin a professional learning community that enables everyone in the school to achieve.• Create an inspiring professional environment consistent with the Trust’s and each school’s values and aspirations.• Provide effective organisation and management for each school and seek ways of improving organisational structures and functions based on rigorous self-evaluation.• Work within the Schools’ Finance policy to manage the schools’ financial resources effectively and efficiently to achieve the schools’ educational goals and priorities.• Use and integrate a range of technologies effectively and efficiently to manage the schools.• Manage and organise accommodation efficiently and effectively to ensure that all school buildings meet the needs of the curriculum and health and safety regulations.	

<ul style="list-style-type: none"> • Develop and oversee all extra-curricular activities to achieve a varied offer for extended provision in the school.
<ul style="list-style-type: none"> • Monitor, support, and guide the activities of parent volunteer groups designed to escalate parent support in identifying and supplementing the needs of the School, including approving all fundraising activities.
<ul style="list-style-type: none"> • Review the impact of policies, priorities and targets of the Trust, and Local Governing Boards as appropriate.
<ul style="list-style-type: none"> • Implement established school policies and collaboratively review and make recommendations for change to the Local Governing Boards/Trustees.
<ul style="list-style-type: none"> • Ensure evidence-based improvement plans promote continuous school development linked to each school's Self-Evaluation.
<ul style="list-style-type: none"> • Keep the Associate Headteacher fully informed of any critical need, if it affects the smooth operation of the school and the educational experience of the pupils.
<p>Teaching and Learning</p>
<ul style="list-style-type: none"> • Drive a continuous and consistent Trust-wide focus on pupils' achievement, using data and benchmarks to monitor progress.
<ul style="list-style-type: none"> • Establish creative, responsive and effective approaches to learning and teaching through the leadership of Continual Professional Development.
<ul style="list-style-type: none"> • Provide leadership to the curriculum planning process, designed and intended to assure the School's ability to provide a sound, relevant, and innovative educational experience for all pupils.
<ul style="list-style-type: none"> • Monitor, evaluate and review each school's practice and promote improvement strategies.
<ul style="list-style-type: none"> • Effectively and confidently tackle under performance at all levels.
<ul style="list-style-type: none"> • Create a culture and ethos of challenge and support where all pupils can achieve and become engaged in their own learning.
<ul style="list-style-type: none"> • Show involvement in the daily life and activities of pupils by personally recognising their achievements and sharing in their successes as well as their problems and concerns.
<ul style="list-style-type: none"> • Maintain and further develop an organisation in which all staff recognise that they are accountable for the success of the school.
<ul style="list-style-type: none"> • Ensure provision for the intellectual, spiritual, moral, cultural, physical, social and emotional well-being of pupils.
<p>Other duties & responsibilities</p>
<p>Safeguarding</p>
<ul style="list-style-type: none"> • To have due regard for safeguarding and promoting the welfare of children, and to follow the child protection procedures adopted by the schools. • Act as school Designated Safeguarding Lead
<p>General</p>
<ul style="list-style-type: none"> • To ensure compliance with the schools' Health and Safety policies and the Health and Safety at Work Act (1974) in all premises and sites controlled by the schools.
<ul style="list-style-type: none"> • To ensure that all responsibilities under the Data Protection Act 1984 for the security, accuracy and significance of personal data held on paper or electronic systems are complied with.
<ul style="list-style-type: none"> • In addition, the Headteacher performs and/or directs all other duties as, from time to time, may be assigned by Chief Executive Officer

Person Specification			
	Essential	Desirable	MOA (Docs, App form, Interview)
Education			
Educated to degree level or equivalent	✓		A, D
QTS	✓		A, D
Evidence of relevant continuing professional development.	✓		A, D
Knowledge & Experience			
Experience as a member of a Middle or Senior Management Team.	✓		A R
Experience and/or knowledge of school models and structures.	✓		I
Knowledge and experience of school finances.		✓	I
Current and relevant knowledge of school improvement processes.	✓		A I
Has successfully used a range of strategies to encourage parents to support their children's learning and realise the school's vision	✓		A I
Knowledge and experience of using a range of performance management systems to effectively manage and motivate staff.		✓	I
Has experience of working collaboratively with other schools or communities to improve outcomes.	✓		I, A
Experience of how to develop learning pedagogy through CPD, systems and learning environments.	✓		I
Experience of having contributed to policy formulation, implementation, evaluation and review.		✓	I
An outstanding teacher.	✓		I, D, A
Shows a commitment to a multi-agency approach for the well-being of pupils and their families	✓		I
Has an excellent understanding of assessment and how it can be used to plan curricular interventions to accelerate pupil progress	✓		I
Has experience of curriculum design and management	✓		I
Demonstrates personal enthusiasm for teaching and learning and is an outstanding classroom practitioner who can model the principles of effective teaching and learning to a high standard	✓		I
A strategic view of school improvement		✓	A I
An ability to identify leadership potential in others. To be able to foster and develop this through the creation of creative pathways so that the school benefits from their development.	✓		I
An understanding of effective school safeguarding measures.	✓		I
Skills and Abilities			
Able to prioritise, plan and organise own workload and that of others	✓		I
Displays the ability to think creatively to anticipate and solve problems	✓		I
Able to identify, establish and sustain appropriate management structures and systems.	✓		I
Has experience of giving effective feedback to improve the performance of others.	✓		I
Has experience of dealing with conflict and managing challenging situations.	✓		I
The ability to create a united, committed and highly effective staff team.	✓		I
Understands the relationship between managing performance, professional development and school improvement	✓		I
An effective leadership and management style that encourages participation, innovation and develops colleagues' confidence.	✓		I

The ability to lead, coach and motivate staff within a performance management framework, providing professional development and effectively challenging and managing any underperformance.	✓		I
The ability to develop the leadership skills of others as well as to learn from others.	✓		I
Strong interpersonal, written and oral communication skills.	✓		A I
Strong organisational and time-management skills and the ability to delegate appropriately.	✓		I
The ability to skilfully manage and maintain effective working relationships with parents, governors, community members, external agencies and other stakeholders.	✓		I
The ability to take personal responsibility, a readiness to reflect and self-evaluate and the ability to change, improve and develop.	✓		I
Commercial understanding and acumen.		✓	I
The ability to work well under pressure and manage conflicting demands.	✓		I
Beliefs attitudes and personal attributes			
Confidence and self-motivation.	✓		I
Optimistic, enthusiastic and flexible.	✓		I
Demonstrates high expectations for self and others	✓		I
Committed and passionate.	✓		A, I
Values diversity and equality.	✓		I
A good listener, able to communicate effectively and concisely	✓		I
Goal focussed, but willing to adapt to and develop a deep understanding of people and context.	✓		I
Other			
This post is subject to an enhanced Criminal Records Bureau disclosure.	✓		D
The post holder must be committed to safeguarding the welfare of children and to providing equality of opportunity.	✓		I