

ELSTON HALL LEARNING TRUST

Job Title:	Headteacher
Pay Range:	L17 – L23
Responsible for:	Elston Hall Primary School
Responsible to:	Chief Executive

Overall purpose of the role

The Headteacher is responsible for managing the daily operation of the school, the supervision of all pupils and staff, and the school premises.

They provide the day-to-day direction and leadership that represents a consistent and effective model of integrity, excellence, collaboration, and accountability.

The Headteacher will work alongside Executive Leaders who will provide strategic leadership and hold overall accountability for direction, standards achieved and quality.

Have due regard for Professional Responsibilities outlined in STPC Document – Section 46

Specific responsibilities

Professional Duties

- Promote the Trust’s vision, values and ethos to pupils, staff, Trustees and the local committee (Advisory School Committee), parents, and the wider community
- Create a shared learning culture and positive climate through a distribution of leadership through teams and individuals, working across the school 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 Headteachers within the Trust, which enables collaboration for effective learning
- Ensure individual staff accountabilities are clearly defined, understood, and communicated
- Promote compliance at every level with Trust and 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
- Actively promote community cohesion and 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 a centre of excellence for education and families in the local community
- Collaborate with other agencies to ensure pupil and community needs are met

<ul style="list-style-type: none"> • Develop effective links with the community to extend the curriculum, enhance teaching and broaden learning opportunities
<p>Leadership and Management</p>
<ul style="list-style-type: none"> • Effectively manage and lead 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
<ul style="list-style-type: none"> • Work with Executive Leaders to recruit, retain and deploy staff appropriately within school ensuring an effective succession plan is in place. With other Headteachers within the Trust identify development opportunities across the Trust
<ul style="list-style-type: none"> • 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
<ul style="list-style-type: none"> • Create an inspiring professional environment consistent with the Trust's and each school's values and aspirations
<ul style="list-style-type: none"> • Lead on arrangements for Performance management within the Trust's agreed framework
<ul style="list-style-type: none"> • Provide effective organisation and management for the school and seek ways of improving organisational structures and functions based on rigorous self-evaluation
<ul style="list-style-type: none"> • Work within the Trust's Finance Policy in collaboration with the CEO, jointly manage the schools' financial resources effectively and efficiently to achieve the schools' educational goals and priorities
<ul style="list-style-type: none"> • Use and integrate a range of technologies effectively and efficiently help to manage the school
<ul style="list-style-type: none"> • 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"> • Review the impact of policies, priorities and targets of the school and evaluate these with the Executive Leaders and Advisory School Committee as appropriate
<ul style="list-style-type: none"> • Implement established Trust and school policies and collaboratively review and make recommendations for change to the Executive Leaders
<ul style="list-style-type: none"> • Ensure evidence-based improvement plans promote continuous school development linked to the school's Self-Evaluation
<ul style="list-style-type: none"> • Keep Executive Leaders 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 school 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 school practice and promote improvement strategies
<ul style="list-style-type: none"> • Effectively and confidently tackle under performance at all levels, through rigorous assessment cycle
<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"> • Implement and lead effect systems for behaviour across school, liaising with staff, parents, SENCO, and behaviour leader – ensuring effective recording and reporting systems to the Executive Leaders and the Advisory School Committee.
<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.
<ul style="list-style-type: none"> • Lead the school's response to assessment, liaising with senior leaders across the Trust and data management providers to ensure rigorous assessment systems across school
<ul style="list-style-type: none"> • Oversight of SEND and Inclusion systems across school. Working closely with SENCO and Inclusion leader to ensure effective systems, excellent teaching and learning for most vulnerable pupils including Pupil premium
<ul style="list-style-type: none"> • Oversight of the school's response to the systems for tracking, monitoring, and supporting pupil's attendance to ensure they are robust. Report attendance data to Advisory School Committee and Executive leaders
<ul style="list-style-type: none"> • Oversight of site and facilities working closely with site manager and caretaker to ensure school meets all statutory requirements and provides a safe and welcoming learning environment
<ul style="list-style-type: none"> • Take responsibility for all access arrangements for Statutory testing across school plus timetabling and staffing of test weeks
<p>General</p>
<ul style="list-style-type: none"> • Contribute to the aims, vision and ethos of the Trust.
<ul style="list-style-type: none"> • Be aware of and adhere to the Trust's and school's policies and procedures in connection with Child Protection and Safeguarding.
<ul style="list-style-type: none"> • Be aware of and adhere to the Trust's and school's policies and procedures in connection with Health & Safety to ensure compliance with 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 2018 for the security, accuracy and significance of personal data held on paper or electronic systems are complied with.
<ul style="list-style-type: none"> • Appreciate and support the roles of colleagues and other professionals.
<ul style="list-style-type: none"> • Liaise with parents and carers as appropriate, in order to foster closer links with parents and the community.
<ul style="list-style-type: none"> • To participate in school activities and meetings as appropriate, setting a good example in terms of dress, punctuality and attendance.
<ul style="list-style-type: none"> • To undertake their duties in a way that secures positive action in respect of both equal opportunities and multi-cultural approach.
<ul style="list-style-type: none"> • Dress in a professional and appropriate manner, that will further support the school's policy on uniform
<ul style="list-style-type: none"> • Participate in further training and professional development as appropriate.
<ul style="list-style-type: none"> • The undertaking of such duties which may reasonably be regarded as within the nature of the duties/responsibilities of the post as directed by the Line Manager and subject to any reasonable adjustments under the Disability Discrimination Act.