



JOB DESCRIPTION

School	FIRWOOD HIGH SCHOOL
Job Title	HEADTEACHER
Salary Point	L25 – L31
Responsible to	The Headteacher will be responsible to the CEO of Woodbridge Trust, Firwood School Local Governing Board and Woodbridge Trust Trustees.

Core Purpose

The core purpose of this role is to provide professional leadership and management of the school in their pursuit of excellence in teaching and learning for all pupils.

To achieve success, the Headteacher will:

- Provide vision, leadership and direction for the School.
- Maintain and develop the strong links with all aspects of Woodbridge Trust.
- Effectively lead and manage teaching and learning to secure the highest possible levels of progress and attainment.
- Promote excellence, equality and high expectations of all pupils.
- Effectively and efficiently deploy resources to achieve the school's aims.
- Evaluate school and pupil performance and identify priorities for continuous improvement.
- Ensure effective and efficient day-to-day management, organisation and administration of the school.
- Secure the commitment of the wider community and encourage the involvement of parents and carers.
- Create a stimulating, nurturing, happy, safe and productive learning environment that is engaging and fulfilling for all students.
- Ensure that safeguarding is a key area of focus in its widest sense for all pupils and adults in the school.
- Ensure that the school complies with all relevant legislation, guidance, regulatory requirements and quality standards.
- To actively uphold and promote the values, culture and ethos of Woodbridge Trust

Key Responsibilities

Strategic Direction and Shaping the Future

The Headteacher will work in close partnership with the CEO of Woodbridge Trust, the wider academy leadership team and the LGB to:

- Translate the school's vision into practice which promotes and sustains continuous improvement in the school and ensure that it is managed and organised to meet its aims and targets.
- Create an outward-facing school which works with our partners, other schools, organisations and the local community – in a climate of mutual challenge – to champion best practice and secure excellent achievements for all pupils.
- Evaluate the school's performance to identify the priorities for continuous improvement and raise standards.

- Ensure equality of opportunity for all.
- Develop policies and practices.
- Ensure that resources are efficiently and effectively used to achieve the school's aims and objectives.
- Demonstrate the school's values in everyday work and practice.
- Support all members of the school community to create a positive and stimulating learning environment, making full use of their skills and talents.
- Ensure that learning is at the centre of strategic planning and resource management.

Teaching and Learning

The Headteacher will:

- Deliver an innovative curriculum in line with the Firwood vision, based on excellence for all through personalised learning whilst meeting statutory requirements.
- Ensure that the curriculum delivered matches the needs and ages of all pupils and is supported by teaching of the highest quality.
- Establish and maintain a consistent and continuous school-wide assessment system which has a focus on pupils' achievement, using data and benchmarks to monitor progress in every pupil's learning.
- Create a culture and ethos of challenge and support where all pupils achieve success and become engaged in their learning.
- Ensure that appropriate strategies to secure high standards of behaviour and attendance are promoted.
- Monitor and evaluate the curriculum for both quality and value for money.
- Ensure pupils feel happy, safe, and supported and have all barriers to their learning and progress addressed.
- Monitor, evaluate and review classroom practice and promote improvement strategies.
- Demonstrate and articulate high expectations and set stretching targets for the whole school community.
- Achieve robust systems of pastoral care and personalised learning to ensure every pupil feels valued and is fully supported during their time at Firwood School.

Leading and Managing Staff

The Headteacher will:

- Develop and embed an organisational structure that reflects the school's values and ethos and enables management processes to work effectively in line with statutory requirements.
- Develop, implement and monitor clear, evidenced-based improvement plans and policies for the development of the school and its facilities.
- Ensure that (within an autonomous culture) policies and practices take account of national and local circumstances, policies and initiatives.
- Recruit, retain and deploy staff appropriately across all Firwood sites and assist in managing their workload to achieve the school's vision and goals.
- Lead and motivate others and generate effective working relationships at all levels.
- Maximise the contribution of all staff to improve the quality of education provided and standards achieved.
- Manage the effective deployment and performance of all staff and ensure their professional development through effective systems for the management of staff performance.
- Provide effective induction, continuing professional development and performance management in line with Firwood School's strategic plans.

- Work in close partnership with the Head of People to ensure best practice and compliance with HR legislation and staffing

Financial and Facilities Management

The Headteacher will support the CFO, assisted by the Business Manager to:

- Plan and manage the school's finances and resources to ensure maximum benefit for students.
- Be responsible for school sites, its buildings, equipment and grounds in partnership with Bolton St Catherine's Academy with whom we share a site.
- Provide advice to the Governors on the formulation of the annual and projected yearly budgets in order that the school secures their objectives.
- Set appropriate priorities for expenditure and allocation of funds.
- Ensure that the accommodation provides a positive and safe environment which promotes well-being and high achievement for everyone.
- Manage and organise accommodation efficiently to ensure it meets the needs of the students and staff.
- Be accountable for health and safety and safeguarding requirements.

Partnerships

The Headteacher will:

- Maintain a school culture and curriculum which fulfils the vision and requirements of the local community and the vision for Firwood School and its partners.
- Work with the wider leadership team to support other settings within the Trust.
- Work in partnership with mainstream schools to ensure inclusive opportunities are maximised for our pupils and the mutual benefit of both school communities.
- Seek opportunities to invite parents and carers, community figures, businesses and other organisations into the school to enrich the school and its value to the wider community.
- Secure strong links with Health and Social Care Services to ensure the best possible holistic provision is provided at Firwood School.
- Collaborate with Bolton Council and other agencies to promote the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
- Work closely with partner schools and the LGB to ensure that the development of the School is a success.
- Represent the School on the LGB and be an integral part of local clusters and partnerships.
- Create a culture where parents and carers are encouraged to engage effectively in their child's education.

Customer Care - To continually review, develop and improve systems, processes and services in support of the school's pursuit of excellence in service delivery. To recognise the value of its people as a resource.

Promoting equality and diversity - To accept everyone has a right to their distinct identity. To treat everyone with dignity and respect and to ensure that what our customers tell us is valued by reporting it back into the organisation. To promote and participate in the Trust's work to eliminate discrimination; advance equality of opportunity; and foster good relations between our diverse communities.



Developing Self and Others - To use processes and put processes in place to generate a learning environment. To focus on the strengths and requirements of all individuals and enable them to further their skills and knowledge. To actively pursue your own development. To be self-aware and role model continuous self-development.

Safer Recruitment - The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.