



| Central Cooperative Learning Trust |             |                            |      |
|------------------------------------|-------------|----------------------------|------|
| Post No.                           | Post Title  | Salary                     | Date |
|                                    | Headteacher | Leadership Spine:<br>15-21 | 2023 |

### Reporting Relationships

**Responsible to:** Central Co-operative Learning Trust  
The Local Governing Board

### Main Purpose

To carry out the duties of the headteacher in accordance the current conditions of employment for headteachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards Framework, the required standard for Qualified Teacher Status and any other current educational legislation as required in various Education Acts.

### Statement of Purpose

The Headteacher should be able to demonstrate the ability to develop a shared vision, which inspires and motivates pupils, staff and all other members of the school community. This vision should include core educational values, moral purpose and be inclusive of all stakeholders' beliefs and values.

As an Academy within a Co-operative Multi-Academy Trust the Headteacher must also demonstrate commitment to the Co-operative Values and Principles and to working in partnership with other members of the Trust to achieve the objectives of the Trust strategic plan.

As a member of the Heads' Executive Board the Headteacher will contribute to collaborative working in areas which include but are not limited to; school improvement, Trust improvement, Joint projects both academic and community, assessment of data via the annual cycles of work, collection & analysis, moderation, Peer Review, Performance Management and joint CPD.

### Key Responsibilities:

#### 1. Establishing a strong school culture, promoting improvement and shaping the future.

The headteacher will:

- promote a constant focus on raising achievement, improving teaching, promoting the highest standards of behaviour and safety, and developing the leadership skills of self and others.
- work with the local governing board, staff and parents to create a shared vision and strategic plan.
- ensure that the vision for the school is clearly articulated, shared, understood and acted upon effectively by all.

- work with the school and Trust community to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement.
- demonstrate the vision and values in everyday work and practice.
- inspire and motivate others.
- create a shared culture and positive climate.
- challenge any form of prejudice and inequality.
- ensure creativity, innovation and the use of appropriate new technologies to achieve excellence.
- make use of effective processes of evaluation to identify and analyse problems and barriers which limit school effectiveness, and identify priority areas for improvement.
- develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the school's context.
- promote trust in the school and parent community by delivering against joint plans.

## **2. Leading teaching and learning, curriculum and assessment.**

The headteacher will:

- take the leading role in improving pupils' learning through a constant drive to raise the standards of teaching throughout the school
- use data and other benchmarks to monitor the quality of teaching through evaluating pupils' progress.
- ensure that learning is at the centre of strategic planning and resource management.
- establish creative, responsive and effective approaches to teaching and learning.
- ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
- demonstrate and articulate high expectations and set challenging targets for staff and pupils.
- implement strategies which secure high standards of behaviour and safety, and attendance.
- ensure a broad, structured and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught, which is designed to meet the needs and aspirations of the pupils.
- establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional networks and communities.
- ensure valid, reliable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum.
- take a strategic role in the development of new and emerging technologies to enhance and extend pupils' learning experiences.
- monitor, evaluate and review classroom practice and promote improvement strategies.
- challenge underperformance at all levels and ensure rapid improvement.
- ensure that children, vulnerable to underachievement, receive tailored support to accelerate their progress.

## **3. Promoting continuing professional development and working with others.**

The headteacher will:

- promote and provide opportunities for the continuing professional development of all staff
- ensure effective communication systems and relationships within the school, and between the school, wider Trust and all external support agencies and the wider community.

- treat people fairly, equitably and with dignity and respect, creating and maintaining a positive school culture in which people are happy to come to work and feel valued and respected.
- build a collaborative learning culture and actively engage with other schools to build effective learning communities.
- develop and maintain effective strategies and procedures for staff induction, professional development and performance review.
- ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals.
- ensure clear delegation of tasks and devolution of responsibilities.
- acknowledge the responsibilities of individuals and teams; and celebrate their achievements.
- develop and maintain a culture of high expectations for self and others and take appropriate swift action when performance requires improvement or is inadequate.
- regularly review own practice, set personal targets and take responsibility for own professional development.
- manage own workload and that of others to allow an appropriate work/life balance.
- ensure that there is suitable emphasis on the well-being of self and all staff when decision-making.
- develop the leadership potential of staff, promoting successful succession planning across the school.
- build effective teams across the school to ensure distributive leadership in the staff and pupil body.

#### **4. Organisation of the school.**

The headteacher will:

- provide effective school management and continuously seek to improve organisational policies and structures based on effective self-evaluation.
- ensure that all safeguarding policies and procedures are in place and are acted upon by all staff and governors.
- create an organisational structure which reflects the school's values, and enables the management systems, structures and processes to work effectively in line with legal requirements and the school's aims and objectives.
- ensure that policies and practices take account of national and local circumstances, policies and initiatives.
- manage the school's financial and human resources effectively and efficiently to achieve the school's educational aims and objectives.
- recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and goals of the school.
- implement successful performance management processes for all staff.
- manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum, and health and safety regulations.
- ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money.
- use and integrate a range of technologies effectively and efficiently to manage the school.
- ensure rigorous approaches to identifying, managing and mitigating risk.

#### **5. Governance and accountability.**

The headteacher will:

- effectively fulfil commitments arising from contractual accountability to the local governing board and the Trust board.
- work with the local governing board (providing information, objective advice and support) to enable it to meet its responsibilities.
- develop a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- ensure that staff know and understand their professional responsibilities and are held to account.
- develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers.
- reflect on personal contribution to school achievements and take account of feedback from others.
- ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties.

## **6. Strengthening community and working in partnership**

The headteacher will:

- build a school culture and curriculum which takes account of the richness and diversity of the school's communities.
- create and promote positive strategies for challenging racial and other prejudice.
- ensure learning experiences for pupils are linked into and integrated with the wider community.
- work closely with other schools in the Trust to share and promote best practice.
- collaborate with a range of external agencies to provide effective support for pupils and their families.
- create and maintain an effective partnership with parents to raise pupils' achievement and support their personal development.
- seek opportunities to invite parents and carers, community figures, businesses or other organisations into the school to promote pupils' learning.
- take steps to enable successful transition for children moving between phases of education.

## **7. Safeguarding .**

The headteacher will:

- take overall responsible for promoting the safety and welfare of all pupils.
- creates an organisational culture which is vigilant to, monitors and prioritises the safeguarding of its pupils above all considerations.
- co-operate and work with relevant agencies to protect children.

**The content of this job description maybe amended at any time following discussions between the CEO and the Headteacher, and will be reviewed on an annual basis.**