

Executive Headteacher: Job Description and Person Specification

Main purpose

The role of the executive headteacher is to:

- Work collaboratively with school leadership teams and the Trust Central Team to provide inspiring leadership and management to more than one school in the Trust
- Ensure that the schools are delivering high-quality education and securing the best outcomes for pupils
- Promote and enhance the wellbeing of staff teams, developing a distributed leadership, nurturing opportunities for all staff to learn and grow to their full potential.
- Raise standards in all areas in their schools
- Drive school and Trust-wide improvement priorities

Strategic leadership

- Embed our new shared vision across their schools, ensuring that it is understood by staff, Local Governing Boards, children and parents.
- Review and accelerate progress of school improvement plans and self-evaluation forms, in order to achieve a sustained focus on the strategic objectives.
- Build positive and respectful relationships with stakeholders and the wider community.
- Lead and direct all members of staff and students, through the direct management of the school's leadership team, ensuring that effective responsibility is delegated through an appropriate management structure, and that the school complies with educational and other relevant legislation, including health and safety.

Managing the organisation

- Line manage senior leaders, providing effective support and challenge to help them secure best outcomes for pupils.
- Carry out performance management in line with the GLT procedures.
- Develop school structures to maximise, improve and deploy both resources and expertise to raise achievement across all schools;
- Ensure schools are compliant with safeguarding and Health Safety expectations;

- Ensure financial stability across all schools through Improved economies of scale that meet the needs of the schools and support increased capacity, growth and development
- Develop and retain high-quality staff through effective professional development and performance management.
- Monitor staff wellbeing and workload and implement strategies to promote a healthy working environment.
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care.
- Maintain effective relationships with fellow professionals and colleagues to improve educational outcomes for all pupils.
- Ensure talent spotting is integral to both strategic planning and professional development and effective succession planning at all levels across the schools.
- Build in regular opportunities for cross-schools and cross-leadership working to maximise strengths and develop further joint working.

Teaching and learning

- Create a culture that is motivating and ambitious for all, so that students can achieve their full potential.
- Implement an ambitious curriculum that is designed to give all learners the knowledge and cultural capital they need to succeed.
- Ensure the curriculum is consistent across the schools and demonstrate significant impact on pupil outcomes.
- Implement PiXL effectively to track the progress across the curriculum and across the schools.
- Establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how pupils learn.
- Have ambitious expectations for all pupils, including those with special educational needs (SEN) and disabilities, and promote an inclusive culture that enables all pupils to access the curriculum.
- Ensure that SEND is an integral part of all the school's policies, strategic priorities and initiatives.
- In collaboration with the Senior Leadership Teams, monitor, evaluate and review classroom practice; celebrate and promote excellence; challenge under-performance at all levels and ensure appropriate action is taken in accordance with school and Trust policies and procedures.

- Ensure a digital strategy provides inspiring learning opportunities and continual professional development for staff.
- Establish effective curriculum leadership, including developing subject leaders with relevant expertise and access to professional networks and communities.
- Promote a culture that encourages collaboration, where best practice is shared in order to secure the best outcomes for pupils.
- Establish and sustain high expectations of behaviour for all pupils, built upon relationships, rules and routines, which are understood clearly by all staff and pupils.
- Report accurately and regularly to the CEO.

Professional Conduct

- Consistently demonstrate high standards of principled and professional conduct both inside and outside schools.
- Uphold public trust in school leadership and maintain high standards of ethics and behaviour.
- Build relationships rooted in mutual respect.
- Show tolerance of and respect for the rights of others, recognising differences and respecting cultural diversity within contemporary Britain.
- Uphold fundamental British values.
- Know, understand, and act within the statutory frameworks which set out their professional duties and responsibilities.
- Take responsibility for their own continued professional development, engaging critically with educational research.

The Executive Headteacher, in consultation with the CEO and Central Team, may be asked by the Trust to undertake other duties reasonably regarded as falling within the duties and responsibilities of the post. This job description will be reviewed annually at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with the postholder. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Executive Headteacher Person Specification

	Essential	Desirable
Qualifications		
Qualified Teacher Status	x	
Degree or Equivalent	x	
National Professional Qualification for Headship (NPQH)		x
Additional professional qualification		x
Experience		
Successful Senior Leadership experience	x	
An ability to demonstrate the highest-level skills in classroom organisation and management leading to the promotion of good behaviour and improved outcomes across the school	x	
Successful leadership of whole school curriculum development and initiatives to raise achievement for all children through analysis and pupil performance	x	
Successful implementation of school improvement initiatives	x	
Knowledge of effective strategies for teaching pupils with SEN	x	
Understanding of and commitment to promoting and safeguarding the welfare of pupils	x	
Significant experience of monitoring teaching and learning and providing quality feedback to teachers	x	
Financial understanding and/or management of budgets	x	

Leadership qualities		
An ability to establish positive working	x	
High level of initiative, self-awareness and interpersonal leadership skills	x	
Ability to work strategically and collaboratively with GLT, SLT and the Local Governing Body	x	
Understanding of effective budget planning and resource deployment	x	
Experience of performance management and supporting the continuing professional development of colleagues	x	
Successful involvement in staff recruitment, appointment/induction	x	
Knowledge of statutory requirements and the ability to ensure delivery within an ambitious, broad and balanced curriculum that supports the whole child	x	
Personal Qualities		
Enthusiastic, honest, reliable, inspirational, resilient and empathetic	x	
A firm commitment to Equal Opportunities	x	
Committed to staff and pupil Wellbeing	x	
Excellent communication and interpersonal skills	x	
Ability to remain positive and enthusiastic when working under pressure	x	
Meeting deadlines and managing own time effectively	x	