

## **The White Hills Park Trust**

<b>Job Description:</b>	Head Teacher
<b>Location:</b>	Bramcote College, Moor Lane, Bramcote, Nottingham, NG9 3GA
<b>Salary:</b>	L28 to L34 - £100,540 to £116,456
<b>Start date:</b>	September 2026

### **General information**

The following information is provided to assist staff joining the White Hills Park Trust to understand and appreciate the work, content of the post and the role they are to play in the organisation. Whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have been used which assume all the usual associated routines.

### **Purpose:**

To fulfil all the requirements and duties as set out in the School Teachers' Pay and Conditions Document relating to the Conditions of Employment of Head Teacher.

To work within the National Standards for Head Teachers as published by the DfE.

To promote and safeguard the welfare of all children and young people within the school, by ensuring that the school's policies and procedures relating to safeguarding children and child protection are fully implemented and followed by all staff; resources are allocated to allow staff to discharge their responsibilities; and that staff, pupils, parents and others feel able to raise concerns and that these are addressed sensitively and effectively.

### **Strategic direction and development of the school**

Within the context of the MAT strategic Plan, the Headteacher, working with the CEO, Director of Education and Inclusion and Senior Leadership Team will contribute to the strategic direction of the school in the community, and through ongoing review and analysis plan for future needs and development.

Upholding the school's embedded values, the Headteacher will establish a shared vision for the school and through the development and implementation of a strategic plan maintain the school's ethos and focus on Teaching and Learning to ensure strong outcomes for all students.

The Headteacher will be an ambassador for the school and the Trust in the wider community, that the school is the preferred choice for local parents. They will skilfully and continually enhance the school's reputation both directly (through marketing and promotion) and indirectly (through school improvement). The Headteacher will contribute positively to the MAT's Academy Leaders Group and uphold the Trust's values in all interactions and communication.

### **Governance, accountability and working in partnership**

The Headteacher will be accountable to the CEO, Governors, Trustees and Director of Education and Inclusion for the efficiency and effectiveness of the school, as well as to students, parents, staff and other members of the local and wider community.

The Headteacher will:

- Understand and welcome the role of effective governance, including accepting accountability.
- Ensure that staff understand their professional responsibilities and are held to account.
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties.
- Work collaboratively with other schools and organisations 4
- Maintain working relationships with fellow professionals and colleagues in the Trust to improve educational outcomes for all pupils.

### **Disclosure:**

- Clear and current Enhanced DBS check

### **Responsibilities:**

#### **Promoting improvement and shaping the future**

The Headteacher will in collaboration with the Trust to:

- 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 school governors, staff and parents/carers 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 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 and promote the richness of cultural and religious diversity.
- ensure creativity, innovation and the use of appropriate new technologies to achieve excellence.
- where appropriate contribute to the leadership of the Trust.

- promote innovation which improves outcomes for young people.

### **Leading teaching and learning**

The Headteacher will in collaboration with the Trust:

- take the leading role in improving students' 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 students' 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 students can achieve success and become engaged in their own learning.
- demonstrate and articulate high expectations and set challenging targets for staff and students.
- implement strategies which secure high standards of behaviour and safety, and attendance.
- determine, organise and implement a diverse, flexible curriculum and an effective assessment framework.
- take a strategic role in the development of new and emerging technologies to enhance and extend students' learning experiences.
- monitor, evaluate and review classroom practice and promote improvement strategies.
- challenge underperformance at all levels and ensure rapid improvement.
- establish a culture which is aspirational, applauds success and celebrates high achievement.

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

The Headteacher will in collaboration with the Trust:

- 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 and all external support agencies and the wider community.
- treat people fairly, equitably and with dignity and respect, creating and maintaining a positive 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 academies to build effective learning communities with and beyond the Trust.
- 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 their own workload and that of others to allow an appropriate work/life balance.

### **Management of the School**

The Headteacher will in collaboration with the Trust:

- 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 schools 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 schools' 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 students and provide value for money.
- use and integrate a range of technologies effectively and efficiently to manage the school.

### **Securing Accountability**

The Headteacher will in collaboration with the Trust:

- effectively fulfil commitments arising from contractual accountability to the Trust.
- develop a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- ensure individual staff accountabilities are clearly defined, understood and agreed, and are subject to rigorous review and evaluation.
- develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including the Trust, governors, parents/carers.
- reflect on personal contribution to school achievements and take account of feedback from others.
- ensure a robust quality assurance mechanism is in place in collaboration with the Trust.

## **Strengthening Community**

The Headteacher will in collaboration with the Trust:

- create and promote positive strategies for challenging racial and other prejudice.
- ensure learning experiences for students are linked into and integrated with the wider community.
- collaborate with a range of external agencies to provide effective support for students and their families.
- create and maintain an effective partnership with parents to raise students' achievement and support their personal development.
- seek opportunities to invite parents and carers, community figures, businesses or other organisations into the school to promote students' learning.

## **Safeguarding**

The Headteacher will in collaboration with the Trust:

- take overall responsible for promoting the safety and welfare of all students.
- create an organisational culture which is vigilant to and monitors and prioritises the safeguarding of students above all considerations.
- co-operate and work with relevant agencies to protect children.
- ensure all statutory requirements are adhered to including Prevent.

The content of this job description may be amended at any time following discussions between the CEO and the Headteacher and will be reviewed on an annual basis. This job description is not prescriptive, nor necessarily a comprehensive definition of the post.

The job description does not form part of the contract of employment.

Signed \_\_\_\_\_ Date \_\_\_\_\_