

HEADTEACHER JOB DESCRIPTION

Pickwick Academy Trust



| | |
|---|-------------------------------|
| Reports To: | Executive Headteacher and CEO |
| Line Manager: | Executive Headteacher |
| Job Purpose: To provide professional leadership and management for the school ensuring high quality education and care for all pupils and staff. | |

| Leadership: | |
|-----------------------|---|
| The Headteacher will: | |
| 1. | Devise and lead clear, evidence-based improvement plans for the proactive development of the school and its facilities. |
| 2. | Manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations. |
| 3. | 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 cost effective solutions. |
| 4. | Meet the requirements, knowledge and professional qualities set out in the National Standards for Headteachers |
| 5. | Ensure that all Pickwick Academy Trust policies and procedures are implemented and adhered to. |
| 6. | Lead and motivate staff ensuring the school is a caring, inspiring, and encouraging place for staff, children, parents, and members of the wider community to work, learn and be involved in. |
| 7. | Collaborate with colleagues and the Executive Leadership Team of Pickwick Academy Trust to drive improvements and initiate change within the school. |

| Teaching and Learning: | |
|-------------------------------|--|
| The Headteacher will: | |
| 1. | Ensure high quality evaluation and monitoring systems are in place to guarantee excellence provision across and throughout the curriculum. |
| 2. | Promote, support, and monitor the development of innovative ways of learning including the use of IT. |
| 3. | Arrange support for any school within the Pickwick Academy Trust or beyond, where the school has requested support. |
| 4. | Provide a framework for the sharing of effective teaching and learning practice across the school. |
| 5. | Ensure that pupils enjoy a safe and healthy environment in which standards of behaviour encourage learning and the social development of children. |
| 6. | Ensure that there are a range of opportunities for pupils from Pickwick Academy Schools to learn together and to share common experiences. |
| 7. | Develop with the Executive Headteacher and Leadership Team the strategic goals for the school within Pickwick Academy Trust's strategic framework. |
| 8. | To set the school performance targets in consultation with the Local Governance Committee and Executive Headteacher. |
| 9. | Ensure that a broad and balanced curriculum, appropriate to the needs of all pupils is in place and delivered effectively. |
| 10. | Ensure that a harmonious and supportive community is nurtured, through the effective management of the leadership team, staff, and students. |
| 11. | Monitor the provision for pastoral care, student welfare, behaviour management and anti-bullying policies and procedures; ensuring they are effectively implemented and managed. |
| 12. | Implement, manage, and monitor an effective assessment, recording and reporting system for pupil progress. |

| Leading and Managing People: | |
|-------------------------------------|--|
| The Headteacher will: | |
| 1. | Advise the Local Governance Committee, Executive Headteacher and Central Support Team of any changes to staffing within the school. |
| 2. | Using agreed procedures and policies to work in partnership with the Local Governance Committee, Executive Headteacher and HR Adviser to recruit and induct the highest quality staff to the school. |

| | |
|-----|---|
| 3. | To involve HR and inform and update the Chair of Governors of any procedures being used by the school to manage any matters of staff competency. |
| 4. | To involve HR and inform and update the Chair of Governors of any procedures being used by the school in matters relating to disciplinary rules, dismissal, and grievance procedures. |
| 5. | To lead, manage and motivate all staff within the school ensuring they fulfil duties allocated to them. |
| 6. | To regularly evaluate the standards of teaching and learning in the school, ensuring that proper standards of professional performance are established and maintained. |
| 7. | To create and maintain good working relationships amongst all members of the Academy Trust community. |
| 8. | Promote the Trust, Pickwick Teaching School Alliance and school ethos in which the highest achievements are expected from all members of the community. |
| 9. | To ensure all school staff take part in Performance Management or Professional Reviews processes and procedures to ensure high levels of performance reporting back to the Local Governance Committee on an annual basis. |
| 10. | To ensure that CPD opportunities are made available to all staff to impact positively on performance across the school. |

| | |
|---------------------------------------|---|
| Communication and Partnership: | |
| The Headteacher will: | |
| 1. | Work with the community to translate the Trust's and the school's vision into agreed objectives and operational plans which will promote and sustain improvement. |
| 2. | Ensure the school's vision is clearly articulated, shared, understood, and acted upon by all employed or regularly involved in the life of the organisation. |
| 3. | Demonstrate and encourage the vision and the values in everyday working practices. |
| 4. | Motivate and work with others to create a shared culture and positive climate. |
| 5. | Promote the school engaging and working collaboratively with collaborative partners and appropriate community groups. |
| 6. | Promote and model good relationships with parents/carers which are based on partnership to support and improve children's achievement and promote parenting skills generally. |
| 7. | Ensure timely and clear communication systems are in place at all levels to promote the school with parents/carers and the wider community. |

Resource Management:

The Headteacher will:

- | | |
|----|---|
| 1. | Work closely with the Finance Director, Executive Headteacher and Support Team to draw up and submit to the Local Governance Committee an annual Budget Plan. |
| 3. | To monitor expenditure against the annual Budget Plan in collaboration with the Executive Headteacher and Finance Director. |
| 4. | Delegate budgets, with support, within the parameters of the agreed Scheme of Delegation to key coordinators and members of the Leadership Team. |
| 6. | Draw up and submit to the Governance Committee the annual classroom, IT, and curriculum maintenance Budget Plan. |
| 7. | Review monthly budget management accounts, passing information onto the Local Governance Committee. |

Accountability:

The Headteacher will be accountable to the following:

- | | |
|----|--------------------------------|
| 1. | The Local Governance Committee |
| 2. | The Executive Headteacher |
| 3. | The CEO |
| 4. | The Board of Trustees |

Other:

The nature of the work requires the jobholder has undergone checks by the Disclosure and Barring Service and has the relevant level of Disclosure.

The jobholder must demonstrate a commitment to safeguarding and promoting the welfare of children and young people.

The jobholder has a responsibility to understand and abide by the obligations laid down in the school's Equal Opportunities Policy.

The jobholder has a responsibility for their own health and safety and that of others who may be affected by their own omissions.

The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties periodically within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside the general scope of this grade of post will be with the consent of the post holder.

The job holder is required to carry out the duties in accordance with the Trust's Health and Safety policies and procedures, working to and within School policies and procedures, including operational, financial, safeguarding, child protection as well as professional standards.

It is a feature of employment by The Academy Trust, that we may request you to work from an alternative location, this may include travelling to other Pickwick Academy Trust schools, as may reasonably be required for the performance of your duties in line with operational requirements. You also agree to travel on school/Trust business as required for the performance of your duties. This will require Business Travel on your personal car insurance.

At Pickwick Academy Trust we are committed to safeguarding children and promoting the welfare of children and young people and we require anyone joining our school to actively contribute to this commitment. All successful candidates will be subject to Disclosure and Barring Service (DBS) checks along with other relevant employment checks.

Employee Name:..... Date.....

Employee Signature:.....

(Signed on behalf of Pickwick Academy Trust)

..... Print Name:.....

Job Title:..... Date:.....

