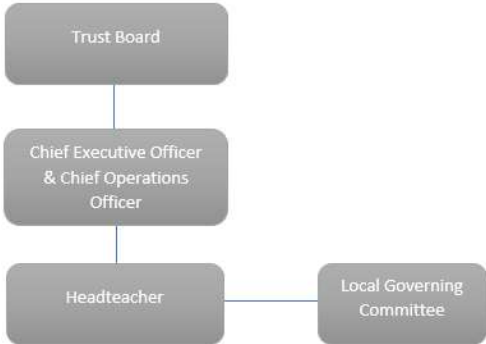


INCLUSIVE | MULTI ACADEMY TRUST

HEADTEACHER JOB DESCRIPTION

Employment details

Job Title:	Headteacher- 1FE
Grade:	L12 to L19
Reports To:	Trustees / CEO / COO / Governors
Job Purpose:	<p>The Headteacher will:</p> <ul style="list-style-type: none"> • Provide the day to day leadership needed to secure outstanding outcomes for all pupils in the school • Promote and support the vision and direction of the Inclusive Multi Academy Trust • Collaborate with the other local schools in the Trust <p>The duties outlined within this job description are in addition to those covered by the latest School Teachers' Pay and Conditions document. It may be modified by the Chief Executive Officer and Trust Board in consultation with the post holder to reflect or anticipate changes in the job. This post is supported by a Trust leadership structure:</p>  <pre> graph TD TB[Trust Board] --> CEO[Chief Executive Officer & Chief Operations Officer] CEO --> HT[Headteacher] HT --- LGC[Local Governing Committee] </pre>

Main duties and responsibilities

Accountable for the effective day to day leadership, management and internal organisation of the school.
Coach, mentor and motivate staff to build a culture of high commitment, standards and drive for success.
Engage fully with parents to maintain a positive home school link.
Create and maintain good working relationships amongst all members of the school and local community.
Ensure the vision of the Inclusive Multi Academy Trust is implemented and embedded effectively within the school.
Understand, accept and follow the trust's safeguarding/child protection procedures in order to protect the safety of all children and vulnerable adults, following the guidelines set out in 'Keeping Children Safe in Education'.
Assume the role of the Designated Senior Lead for the school and report all matters of concern in line with the trust's procedures.
Liaise with the Executive Team and local governors in the recruitment and selection of teaching and support staff.
Work with the Executive Team to manage the school's delegated budget in line with the school improvement plan, strategic vision and the trust's financial procedure.
Work with the Executive Team in the effective and efficient use of existing resources and the securing of additional resources.
Ensuring all trust policies and procedures are rigorously followed by staff and children.
Ensuring that all school policies and procedures are regularly reviewed and updated.
Effectively complete the requirements for performance development of staff.

To collaborate with staff across the Inclusive Multi Academy Trust, leading training, sharing ideas and best practice.
Undertake any relevant professional duties delegated by the Executive Team.
Accountable for leading on teaching and learning across the school, promoting high quality learning opportunities and the highest possible outcomes for children.
Utilise the curricular freedoms afforded to academies to design and adopt an innovative and collaborative approach to learning with the emphasis on enjoyment whilst ensuring that all children are enabled to access a broad, balanced and relevant curriculum.
Take a strategic lead in promoting social and emotional well-being through the provision of on-going, holistic social/emotional /mental health support to children, parents and staff whilst embedding the Nurture Principles across the school.
Ensure that all children make optimal progress even where there are barriers to learning, through excellent systems and provision for all.
Ensure that there is an effective and rigorous system for assessing, recording and reporting of children's progress towards targets and outcomes.
Ensure that statutory requirements for assessing children are fully met.
Ensure that a system for monitoring and developing the quality of teaching and learning is in place
Effectively implement and frequently review the school behaviour policy to ensure a safe and harmonious learning environment.
Endeavour to remove unnecessary workload for teachers, to help them concentrate on teaching and their own development.

Person specification

	Essential	Desirable
Knowledge and skills	<ul style="list-style-type: none"> • Understanding of health and wellbeing, safety and child protection • Awareness of data protection and confidentiality • Computer literate and proficient (E mail, word processing, spreadsheet) • Understanding of the School ethos and values • Effective oral and written communication skills • Ability to provide clear educational vision and direction • Knowledge of current educational developments and statutory requirements • Knowledge of working in partnership with a governing body • Clear understanding of what makes outstanding teaching • Innovative leadership of a curriculum area • Ability to design and implement a fun and engaging curriculum which prepares children for real life • Proven track record of delivering high quality outcomes • Ability to collect, analyse and strategically use data to raise standards • Ability to lead, manage and motivate staff • Ability to foster a school ethos which aligns to that of the Trust • Ability to form and maintain appropriate professional relationships with children • Ability to contribute to whole Trust outcomes 	<ul style="list-style-type: none"> • First aid skills • Working knowledge of social media • A passion for and understanding of the principles of nurture • Proficient with school online systems: SIMS, CPOMS • Experience of administering statutory tests • Ability to set, interpret, monitor and manage a curriculum led budget • Ability to manage, monitor and review the use of all available resources, ensuring best value • Knowledge of recruiting, selecting and deploying staff • Understanding of the differences between a maintained school and an academy and how an academy trust runs
Personal qualities	<ul style="list-style-type: none"> • High standards in your attendance and punctuality • Ability to work in a team • A flexible approach • Problem Solving • Active Listening • Organised • Motivated to support children • Managing Relationships • Resilience • Possess high levels of emotional literacy • Approachable and nurturing personality • Enthusiastic and positive attitude • An inspiring leader holding high expectations personally and for his/her team • Decisiveness <p>A person of high values and absolute integrity who will always put the needs of the school first</p>	<ul style="list-style-type: none"> • Self-confidence • Ability to relate well to other professionals • Good sense of humour • Community facing

This job description has been written by the Inclusive Multi Academy Trust in conjunction with the headteachers of each school. This will be reviewed annually to reflect the plans, growth and development of the school, Trust and education system. As part of the yearly performance development cycle this will be signed by the staff member and their line manager.

Headteacher:

Line manager:

Date: