

Job description: Headteacher (primary)

Location	Lincoln Carlton Academy
Contract term	Permanent
Pay range	L18 – L24 (£78,702 - £91,158)
Reporting to	Executive Director of Education

Job purpose

- To provide professional leadership and management of the school
- To fulfil the professional responsibilities of a headteacher, as set out in the School Teachers' Pay and Conditions Document
- To lead strategic development of the school
- To implement strategies for school improvement
- To ensure effective and efficient organisation and administration of the school
- To create a stimulating, nurturing, happy, safe and productive learning environment that is engaging and fulfilling for all students
- To ensure the curriculum is broad, balanced and underpinned by the Trust principles of curriculum design
- To actively promote and develop positive relationships with the local community and other stakeholders

Main duties and responsibilities

Strategic direction and shaping the future

- Lead the development of the school in support of its vision and ethos
- Demonstrate the school's values in everyday work and practice
- Translate the school's vision into practice that promotes and sustains continuous improvement in the school
- Ensure that robust systems for safeguarding, pastoral care and personalised learning are followed to ensure every child feels valued and is known and supported during their time at the school
- Support members of the school community to create a positive and stimulating learning environment, making full use of their skills and talents
- Ensure that learning is at the centre of strategic planning and resource management
- Have overall responsibility for the management and development of all school resources to achieve the school's aims
- Contribute to Anthem and the schools within it
- Evaluate school performance and identify priorities for continuous improvement
- Work with the Local Governing Body to promote and implement the strategic vision, values and ethos to students, staff, governors, parents and the wider community

Leading teaching and learning

- Lead and manage teaching and learning to secure the highest possible and sustainable levels of progress and attainment
- Ensure that the curriculum delivered:
 - is based on excellence for all
 - meets statutory requirements
 - meets the school's and Trust's education vision and principles
 - meets the needs of all students
 - is supported by teaching of the highest quality
- Ensure a consistent and continuous school-wide focus on students' achievement, using data and benchmarks to monitor progress in every student's learning
- Ensure a culture and ethos of challenge and support where all students achieve success and become engaged in their learning
- Ensure strategies for inclusion, diversity and curriculum access are in place and embedded
- Implement strategies that secure high standards of behaviour and attendance
- Monitor and evaluate the curriculum for both quality and value for money
- Ensure students feel happy, safe, and supported, and have all barriers to their learning and progress addressed/removed
- Monitor, evaluate and review classroom practice
- Promote improvement strategies, providing inspiration and strategic leadership to the teaching team to ensure that the school successfully delivers the highest standards of teaching and learning

- Demonstrate and articulate high expectations, setting stretching targets for the whole school community
- Provide strategic leadership of the use of assessment and data systems, ensuring that on-going teacher assessments are secure and robust

Leading and managing staff

- Ensure that the organisational structure reflects the school's values, and enables management processes to work effectively
- Develop, implement and monitor clear, evidenced-based improvement plans and policies for the development of the school and its facilities
- Ensure that policies and practices take account of national and local circumstances and Anthem policies and initiatives
- Recruit, retain and deploy staff appropriately
- Demonstrate commitment to good worklife balance through modelling good practice and considering the impact of decisions on workload across the school workforce
- Lead and motivate others and generate effective working relationships at all levels
- Maximise the contribution of all staff to improve the quality of education provided and standards achieved
- Ensure staff performance is managed in line with school and Anthem performance management policies and procedures
- Ensure access to effective induction, training and appropriate professional development opportunities

Financial, compliance and facilities management

- Take overall responsibility for managing the school's finances and resources to ensure maximum benefit for students
- Take overall responsibility for the school site, its buildings, equipment and grounds
- Develop, with support from the school's Local Governing Body, the annual and projected yearly budgets for approval by Anthem
- Set appropriate priorities for expenditure and allocation of funds
- Ensure that the accommodation provides a positive and safe environment which meets the needs of students and staff, promotes wellbeing and enables high achievement for everyone at the school
- Ensure effective financial administration and audit control
- Be accountable for safeguarding, and health and safety requirements
- Ensure full compliance with Anthem policies and procedures, regulatory frameworks and statutory duties

Partnerships

- Establish a school culture and curriculum which fulfils the requirements of the local community and the vision of the school
- Seek opportunities to work with parents and carers, community figures, businesses and other organisations to enrich the school and enhance its value to the wider community



- Identify and develop strong partnerships and relationships with other local schools
- Secure strong links with all external agencies who support the school's development
- Collaborate with other Anthem schools, sharing best practice and promoting the development of staff through mentoring and sharing resources, to the benefit of all schools
- Collaborate with the Local Authority and other agencies to promote the academic, spiritual, moral, social, emotional and cultural wellbeing of students and their families
- Work closely with Anthem and the Local Governing Body to ensure successful outcomes for the school
- Engage with other areas of Anthem's work

This job description will be supported by the school improvement plan which will identify key distinct tasks and responsibilities for this role in the school year. These will be derived from ongoing school self-evaluation and other local/national priorities. The postholder's duties must be carried out in compliance with the school's policies and procedures including child protection and safeguarding procedures.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Person specification: Headteacher (primary)

Qualifications and training <i>Evidenced through: Application</i>	Essential	Desirable
First degree	✓	
Recognised Qualified Teacher Status	✓	
Recent and relevant professional development	✓	
NPQH or NPQSL		✓
Higher degree relevant to Headship		✓

Experience/employment record <i>Evidenced through: Application/Interview/References</i>	Essential	Desirable
Successful track record of leadership at Head, Deputy Head or Assistant Head level in state funded primary education in the UK	✓	
Evidence of successful financial and resource management		✓
Recently worked in a good or outstanding school and understands and can demonstrate what excellence looks like within educational leadership and management	✓	

Personal qualities <i>Evidenced through: Application/Interview/References</i>	Essential	Desirable
The ability to converse at ease with members of the public and provide advice and information in accurate spoken English.	✓	
Integrity and sound judgement	✓	
Sympathetic to the moral purpose and vision of Anthem	✓	
An outstanding communicator who is approachable, reliable, has presence and is highly visible to students, parents, carers, local governors and the wider community	✓	

An outstanding classroom practitioner	✓	
Capacity for and commitment to own personal development	✓	
Supportive, energetic, driven and confident	✓	
Inclusive and collaborative	✓	
Ability to mentor, inspire, coach, influence and motivate others	✓	
An effective decision maker	✓	

Leadership and management (curriculum, teaching and learning) <i>Evidenced through: Application/Interview/References</i>	Essential	Desirable
Thorough knowledge of the National Curriculum and extensive experience of curriculum delivery, monitoring and assessment	✓	
Ability to analyse and understand complex curriculum issues and respond creatively and effectively	✓	
Thorough knowledge and understanding of current issues in education	✓	
Experience of methods of mapping school progress and school improvement strategies	✓	
Vision for the development of CPD and teaching and learning strategies		✓

Leadership and management (student attainment, progress and wellbeing)	Essential	Desirable
Proven commitment to high levels of student attendance, progress, attainment and safety	✓	
The ability to inspire high levels of performance in all students regardless of their starting points.	✓	
Thorough understanding of monitoring and evaluation strategies relating to student outcomes and the ability to translate information into detailed plans and targets.	✓	

The ability to analyse and interpret complex data	✓	
A commitment to promoting and safeguarding the welfare of young people	✓	

Leadership and management (staff) <i>Evidenced through: Application/Interview/References</i>	Essential	Desirable
Ability to inspire others and provide strong leadership to teachers and support staff	✓	
Ability to delegate appropriately	✓	
Proven experience of developing, empowering and supporting staff	✓	
Thorough understanding of management structures and systems	✓	
Commitment to Equal Opportunities	✓	
Commitment to an open, collaborative and fair culture	✓	

Managing resources <i>Evidenced through: Application/Interview/References</i>	Essential	Desirable
The ability to analyse complex issues relating to finance and resources		✓
Capable of strategic financial planning, capital projects and budget management		✓

The community and other stakeholders <i>Evidenced through: Application/Interview/References</i>	Essential	Desirable
Thorough understanding of the role of Anthem and the Local Governing Body		✓
A track record of working effectively with a Local Governing Body to ensure appropriate monitoring and accountability of all		✓

aspects of school activity with a committed drive to working from the School Development Plan.		
Effective communication with staff, students, parents, carers and local governors	✓	
Ability to establish effective links with the community	✓	
Ability to develop partnerships and shared responsibilities	✓	
Experience of having worked with other primary and secondary schools		✓