

PERSON SPECIFICATION

The Local Governing Body and the Trust are committed to safeguarding and promoting the welfare of children and young persons and Headteachers must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and complete a Disqualification Declaration.

	COMPETENCIES, KNOWLEDGE, QUALIFICATIONS	Judged from Application form	Judged at interview
QUALIFICATIONS AND CPD RECORD	Essential: <ul style="list-style-type: none"> Qualified Teacher Status and first degree (or equivalent, e.g. Cert Ed) Record of CPD relevant to Headship Desirable <ul style="list-style-type: none"> Higher degree relevant to Headship NPQH CPD record includes substantial relevant achievement 		
EMPLOYMENT RECORD	Essential: <ul style="list-style-type: none"> Successful track record of leadership in the primary/secondary sector in England. 		
PERSONAL EFFECTIVENESS	<ul style="list-style-type: none"> stable and supportive, stamina, energy, drive, confidence capacity for personal development ability to identify and grapple with priority issues and be adaptable and responsive to circumstances. consistency of judgement and inner integrity. 		
LEADERSHIP AND MANAGEMENT OF STUDENT/PUPIL ACHIEVEMENT, PROGRESS AND SAFETY	<ul style="list-style-type: none"> concerned about individual student/pupil needs; regards personal safety and achievement for each individual as the highest priorities. ability to inspire high levels of performance in students/pupils; the ability to analyse the complex issues relating to students'/pupils' attainment and progress and develop effective and creative responses. successful track record in managing and deep appreciation of monitoring and evaluation techniques of student/pupil progress, translating into detailed plans with specific measurable targets. 		
LEADING AND MANAGING STAFF	<ul style="list-style-type: none"> high-level understanding and implementation of management structures and systems, with appropriate delegation, monitoring and enforcement of accountability. able to inspire and maintain high morale, address problems and resolve conflict by applying skills of arbitration and reconciliation in the context of persistently pursuing accountability positive and approachable with a commitment to equal opportunities and high achievement 		
LEADERSHIP AND MANAGEMENT OF CURRICULUM	<ul style="list-style-type: none"> depth of knowledge of the National Curriculum and sound experience of curriculum delivery, monitoring and assessment the ability to analyse complex curriculum issues and develop effective and creative responses, In-depth knowledge and understanding of current national and international curriculum thinking which informs school priorities and developments and against which the school's progress can be mapped. a vision for the 21st Century curriculum provision 		
MANAGING RESOURCES	<ul style="list-style-type: none"> The ability to analyse complex issues relating to finance and resources and learning environment issues and develop effective and creative responses. A vision for 21st Century learning environment 		
STAKEHOLDERS AND THE LOCAL COMMUNITY	<ul style="list-style-type: none"> effective communication with staff, parents, pupils and governors and is sensitive to the school's role within the community. establish effective links with the community. Evidence of the ability to establish a "standing" within the community and engagement with a wide variety of stakeholders. 		
ACCOUNTABILITY AND GOVERNANCE	<ul style="list-style-type: none"> successful school development planning, and a strong track record of implementing and managing the delivery of sustained improvements. 		
TEACHING	<ul style="list-style-type: none"> Substantial successful teaching experience in the age range. 		

JOB DESCRIPTION

HEADTEACHER

Introduction

The Headteacher is accountable to the Local Governing Body and the Trust for the professional leadership, strategic direction and operational management of the School in order to ensure that the school's aims are implemented in accordance with the school improvement plan and the policies of the Local Governing Body and Trust.

The Headteacher will be a pro-active and committed part of the senior leadership groups across the Multi-Academy Trust.

The Headteacher is required to monitor, evaluate and review the impact of policies, priorities and targets of the school and take timely action as necessary.

The Local Governing Body is committed to safeguarding and promoting the welfare of children and young persons and the Headteacher must ensure that the highest priority is given to following the guidance and regulations which safeguard children and young people.

Key Responsibilities

LEADERSHIP AND MANAGEMENT OF PUPIL ACHIEVEMENT, PROGRESS AND SAFETY

- Ensure that student safety is at the centre of all of the school's functions, in particular strategic planning and resource management.
- Ensure an aspirational culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning and the learning of others.
- Ensure a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every student's learning.
- Implement strategies which secure high standards of behaviour and attendance, student welfare, and citizenship.
- Ensure collaboration with other agencies in providing for the intellectual, spiritual, moral, cultural, physical, social and emotional well-being of pupils.

LEADING AND MANAGING STAFF

- Ensure that outstanding teaching is the primary objective for all teachers.
- Lead, motivate, support, challenge and develop staff to secure improvement.
- Ensure that all staff are engaged with the school's key priorities and the development of the school's aims and objectives, through effective communication across the whole school community, whether they be teaching or support staff.
- Maximise the contribution of staff to improve the quality of education provided and standards achieved.
- Implement and sustain rigorous procedures for monitoring the performance of all staff including objective setting and personal development plans.
- Acknowledge the responsibilities and celebrate the achievement of individuals and teams.

LEADERSHIP AND MANAGEMENT OF CURRICULUM

- Determine and ensure implementation of a diverse, flexible curriculum to ensure high quality and personalised learning experiences for students/pupils of all backgrounds and abilities.
- Develop and champion the impact of the school's specialisms on pupil opportunity and outcomes.
- Ensure that the curriculum is providing for the intellectual, spiritual, moral, cultural, physical, social and emotional well-being of all pupils
- Ensure that the curriculum enables pupils to progress to sustained engagement in education on exit from the school.

MANAGING RESOURCES

- Promote creativity, innovation and the use of appropriate existing and new technologies to achieve excellence.
- Agree and set appropriate priorities for expenditure with the Local Governing Body; allocate funds and monitor the effective administration and control of school budgets so that the School secures its objectives.
- Deploy and manage the school's financial and human resources efficiently and effectively to achieve the school's educational goals and priorities in line with the school's strategic plan and financial context.
- Ensure school buildings and facilities meet the needs of the students/pupils and staff and are of the highest standard of cleanliness and repair and compliant with health and safety regulations.
- Explore and develop additional sources of funding.

STAKEHOLDERS AND THE LOCAL COMMUNITY

- Secure the commitment of all parents and carers, especially hard-to-reach parents, and the wider community to the vision and direction of the school.
- Act at all times as an ambassador for the school in a manner which upholds its values and ethos.
- Seek opportunities to communicate and enhance the value of the school to other sectors of the local community.
- Contribute to the development of the education system by sharing effective practice, working in partnership with other schools, especially feeder primary schools, and promoting innovative initiatives.

ACCOUNTABILITY AND GOVERNANCE

- Work with the Local Governing Body to analyse and plan for the future needs and further development of the school within the local, national and international context.
- Translate the vision into a School Improvement Plan (or other relevant plans) with agreed, prioritised, objectives and operational plans which will promote and sustain school improvement within an agreed timeframe.
- Encourage a school ethos which enables everyone to work together, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Present a coherent and accurate account of the school's performance in a form appropriate to a range of audiences, including parents, the local authority, the local community, Ofsted and others, to enable them to contribute effectively.

TEACHING

- Teach as necessary and appropriate relative to the other duties of the post.

NOTES

The Headteacher may be asked to undertake other duties reasonably regarded as falling within the duties and responsibilities of the post. This job description will be reviewed as part of performance management arrangements. In addition, it may be amended at any time after consultation with the post-holder.