**Job Description – Executive Head Teacher**

**Post:**  Executive Head Teacher

**Responsible to:**  Chair of Governors

**Core Purpose**

The Executive Head Teacher shall carry out the professional duties as described in the School Teachers Pay and Conditions Document.

The Executive Head Teacher is accountable overall to the Local Governing Body for ensuring the educational success of the academies within the overall framework of the School’s Strategic Plan. They are responsible for providing strategic leadership across all aspects of the internal organisation, professional leadership, management and control of the academy. They should create a culture of constant improvement and be an inspirational leader, committed to the highest achievement for all in all areas of the school’s work. The Executive Head Teacher will have line management responsibilities for the Headteacher and Associate Headteacher.

**Shaping the Future (Strategic Leadership)**

* Working with each the Headteacher/Associate Headteacher/Deputy Head teachers and the Local Governing Body to develop the shared vision and strategic plan for the academies, which is responsive to the communities they serve. At the core of this should be the educational and personal development of the pupils.
* Work with the Senior Leadership Team, Local Governing Body and staff to define and implement the academies’ vision and strategic direction so that it is understood and acted upon by all stakeholders.
* Create and implement a strategic plan, which identifies priorities and targets for ensuring that pupils achieve high standards and make progress, increasing teachers’ effectiveness and securing rapid school improvement.
* Ensure the sustained raising of aspiration, achievement and attainment, is met through an inclusive, sustainable and innovative lifelong education environment.
* Ensure the school achieves its performance targets.
* Secure the commitment of parents and the wider community to the vision and direction of the school.
* Work with all stakeholders to generate enthusiasm and commitment.
* Challenge, motivate and empower others to attain ambitious outcomes.

**Leading Learning and Teaching**

* Agree a curriculum policy with the Governors senior leaders to meet statutory and pupil requirements and that meets the school’s aims and local needs.
* To provide highly effective strategies to support and challenge the Headteacher and Associate Headteacher, ensuring rapid improvement is made in the quality of the provision.
* Secure and sustain effective teaching and learning throughout the school by ensuring there are sound strategies in place for monitoring and evaluating the quality of teaching and standards of pupils’ achievement, using benchmarks and setting targets for rapid improvement of all children including those in vulnerable groups.
* Promote excellence in teaching and learning, ensuring a continuous and consistent focus on pupils’ achievement and development (whole-person as well as academic).
* Ensure that a high quality educational experience is available for all children and young people.
* Create a positive culture of challenge, support and high expectations.
* Ensure that effective and appropriate pastoral support is available to children in the school.
* Through robust and effective monitoring and evaluation, identify and act on areas of improvement in relation to the curriculum and assessment.
* Develop an inclusive and supportive approach so Hillyfield is a place where all young people and the wider school community feel welcome.

**Raising Aspiration, Achievement and Attainment**

* Ensure that the needs and aspirations of each child is addressed through personalised learning and mentoring.
* Ensure that robust assessment data analysis is used to set challenging targets.
* Challenge practice to ensure a stimulating learning environment.
* Ensure Hillyfield’s priorities are consistently and effectively implemented and the impact monitored.

**Developing Self and Working with Others**

* Treat everyone within the school fairly and equitably.
* Develop a culture of personal responsibility that recognises both excellence and supports appropriate strategies to deal with under performance in accordance with Appraisal and Capability policies and procedures.
* Ensure a high standard of professional development for all staff and for self.
* Work with all staff to build effective teams.
* Sustain their own enthusiasm and motivation and develop and sustain that of other staff.
* Motivate and enable all staff to carry out their respective roles to the highest standard, through high quality continuing professional development based on assessment of needs and identified through the appraisal process.
* Develop and maintain respect across all stakeholders, inspiring individuals to contribute positively to shared ideas and plans for the school.
* Develop the capacity, through coaching and other appropriate means, of the educational leadership and management, particularly the SLT, comprising Headteacher. Associate Headteacher, Deputy Headteachers and Assistant Headteachers.
* Consider the extent to which the principal’s duties may be delegated to the Head of School, or Deputy Head teacher.
* Keep abreast of educational developments and best management practice in order to introduce appropriate innovation.

**Leading the Organisation**

* Provide dynamic, consistent and motivational leadership, ensuring the successful delivery of the vision, ethos, aims and objectives of the school.
* Lead by example, be personally visible and committed whilst adopting a strong and flexible leadership style.
* Establish collaborative and open relationships with all stakeholders.
* Critically evaluate the school’s performance.
* Ensure regular, open communication with the Local Governing Body.
* Ensure that communication channels exist enabling all staff to receive information they need in order to carry out their professional duties effectively.
* Ensure structures deliver pupil progression, attainment and achievement.
* Oversee the implementation of all school policies and procedures ensuring consistent application.

**Managing the Organisation**

* Advise the Local Governing Body on the formulation of the annual budget in order that the school secures its objectives.
* Work with the Headteacher to recruit and retain staff of the highest quality.
* Work with senior colleagues to deploy all staff effectively in order to improve the quality of education provided.
* Ensure the regular monitoring of the budget for the school and the oversight of the use of resources.
* Ensure that the allocation and use of accommodation within the school provides a positive learning environment that promotes the highest achievement for all.
* Work with the School Business Manager to maximise the level of external funding that is attracted to support the school’s development.

**Securing Accountability**

* Support new and aspiring leaders establish strong middle leadership roles within a distributed leadership structure.
* Secure robust school self evaluation and quality assurance procedures.
* Establish mechanisms for reporting to each academy Local Governing Body and all other stakeholders at agreed intervals.
* Ensure that all staff clearly defined responsibilities and accountabilities.

**Leading in the Community Through Collaboration**

* Lead in developing community engagement, promoting a continuous culture of change and nurturing creativity for all.
* In conjunction with the other members of the Senior Leadership Team, create and maintain an effective partnership with parents/carers.
* Strengthen the school’s positive image in the wider community.
* Develop the school’s extended school provision working alongside the Deputy Headteacher for Inclusion.
* Actively support the school’s communities and students.