**Willows Academy Trust**

**ASPIRE ... ACHIEVE … THRIVE**

**SHARDLOW PRIMARY ACADEMY**

**APPOINTMENT OF HEAD TEACHER**

**Job Description:**

**Shaping the Future**

The Head Teacher will work with the Governing Body, Academy Trust, Chief Executive Officer and others to create a shared vision and strategic plan which will inspire, motivate and instil confidence in pupils, staff and all other members of the community.

**The Head Teacher will:**

1. Ensure the vision for the Trust and school is clearly articulated, shared, understood and acted upon effectively by all.
2. Work within the school community to translate the vision into agreed objectives and operational plans which promote and sustain school improvement with key performance indicators.
3. Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence.
4. Ensure that strategic planning and the school culture and curriculum take account of the diversity, values and experience of the school and community at large.
5. Demonstrate visions and values in everyday work and practice.
6. Motivate and work with others to create a shared culture and a positive climate.

**Managing the Organisation**

The Head teacher will provide effective management of the school and continuously seek to improve organisational structures based on evaluation of the school using both self and external evaluation.

**The Head Teacher will:**

1. Take responsibility for safeguarding and promoting the welfare of children working in cooperation with other agencies where necessary.
2. Create an organisational structure which reflects the schools values and enables the management systems, structures and processes to work effectively in line with legal requirements.
3. Produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities, adopting Trust policies and procedures where appropriate.
4. Ensure that statutory guidance is followed.
5. Work with the Academy Trust and Governors to manage the schools financial and human resources effectively and efficiently to achieve the schools educational goals and priorities with particular regard Pupil Premium, SEND and Sports Funding.
6. Recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and goals of the school.
7. Manage and organise the school environment efficiently to ensure that it meets the needs of the curriculum and health and safety regulations.
8. Ensure that the range, quality and use of all available resources are monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money.

**Leading Learning and Teaching**

The Head Teacher has a central responsibility for raising the quality of teaching and learning. This involves high expectations, maintaining and evaluating outcomes and establishing a successful learning culture which will impact on pupils’ achievement.

**The Head teacher will:**

1. Ensure a consistent and continuous school-wide focus on pupils’ achievement using data and benchmarks to monitor progress in every students learning.
2. Ensure that learning is at the centre of strategic planning and resource management.
3. Establish creative, responsive and effective approaches to learning and teaching.
4. Ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
5. Demonstrate and articulate high expectations and set stretching targets for the whole school community.
6. Implement strategies which secure high standards of behaviour and attendance.
7. Determine, organise and implement a diverse, flexible curriculum.
8. Monitor, evaluate and review classroom practice and promote improvement challenge under-performance at all levels and ensure action is taken to secure improvements.

**Developing Self and Working with Others**

Effective communication and relationships are key to effective headship. The Head Teacher needs to build a professional learning community which enables others to achieve.

**The Head teacher will:**

1. Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture acknowledging the responsibilities and celebrating the achievements of individuals and teams.
2. Build a collaborative learning culture within the school and actively engage with other academies within the Trust and wider school communities.
3. Develop and maintain effective strategies and procedures for staff induction, professional development and performance management.
4. Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals ensuring clear delegation of tasks and devolution of responsibilities.
5. Regularly review own practice and achievements, set personal targets and take responsibility for own personal development and maintain a culture of high expectations for self and others.

**Securing Accountability**

With the school vision at the heart of leadership, the Head Teacher has a responsibility to the whole school community and is accountable to a range of groups particularly pupils, parents, carers, governors and Willows Academy Trust.

**The Head teacher will:**

1. Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
2. Work with the governing body providing information, objective advice and support to enable it to meet its responsibilities.
3. Develop and present coherent, understandable and accurate accounts of the schools performance to a range of audiences including: Trust, governors, parents and carers.

**Strengthening Communities**

The Head Teacher should engage with internal and external school community to secure equity and entitlement. Collaborate strategically and operationally with a wide range of partners to bring positive results.

**The Head teacher will:**

1. Work in collaboration with other agencies in providing academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
2. Seek opportunities to invite parents, carers, community figures, businesses or other organisations into the school to enhance and enrich the school and its value to the wider community.
3. Contribute to the development of the education system by sharing effective practice, working in partnership with other schools and agencies and promoting innovative initiatives.

**This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the post holder in the future. The post holder is expected to meet the current National Standards for Headteachers at all times.**

**Willows Academy Trust** … ASPIRE ... ACHIEVE … THRIVE … **Willows Academy Trust**

Company Name: Willows Academy Trust (www.willowsacademytrust.co.uk)

Company Registered No. 9093035 (England and Wales)
Registered Office: Sawley Junior School, Wilmot Street. Long Eaton, Nottingham. NG10 3DQ