



## ALL SAINTS FEDERATION



### APPOINTMENT OF HEAD TEACHER

#### Job Description

**Post Title:** Head Teacher

**Responsible to:** The All Saints Federation Governing Board / Derby Diocesan Academy Trust

**Main Purpose:** To work with the Governing Body, and Derby Diocesan Academy Trust and other leaders to ensure that the pupils of All Saints federation are given the opportunity to **enjoy life in all its fullness** by providing them with opportunities to:

**Learn** – ensuring the pupils achieve the highest academic standards

**Be outward facing** – by valuing their contribution to the community

**Be healthy**- by providing a safe place of welcome and belonging

**Grow**- through providing experiences rooted in hope, love and faith

To carry out the duties of Head Teacher in accordance with the Teachers Pay and Conditions Document and other relevant statutory provisions.

#### Shaping the Future

The Head Teacher will provide effective and inspirational leadership working with the Governing Board and others to create a shared vision and strategic plan which inspires and motivates pupils, staff and all other members of our federation's community.

#### **The Head Teacher will:**

- Ensure the vision for the school is clearly articulated, shared, understood and acted upon effectively by all.
- Work within the federation's community to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement.
- Demonstrate vision and values in everyday work and practice.
- Motivate and work with others to create a shared culture and a positive climate.
- Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence.

- 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.

### **Managing the Organisation**

The Head Teacher will provide effective management of the federation and continuously seek to improve organisational structures based on self-evaluation.

#### **The Head Teacher will:**

- Take responsibility for safeguarding and promoting the welfare of children.
- Create an organisational structure which reflects both school's values, and enables the management systems, structures and processes to work effectively in line with legal requirements.
- Produce and implement clear, evidence-based improvement plans and policies for the development of both Schools and their facilities.
- Ensure that, within an autonomous culture, policies and practices take account of national and local circumstances, policies and initiatives.
- Manage the federations financial and human resources effectively and efficiently to achieve the school's educational goals and priorities.
- Recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and goals of the federation.
- Manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
- 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.
- Use and integrate a range of technologies effectively and efficiently to manage the federation.

### **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 all impact on pupils' achievement.

#### **The Head Teacher will:**

- Ensure a consistent and continuous federation-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every student's learning.
- Ensure that learning is at the centre of strategic planning and resource management.

- Establish creative, responsive and effective approaches to learning and teaching.
- Ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
- Demonstrate and articulate high expectations and set stretching targets for the whole school federation community.
- Implement strategies which secure high standards of behaviour and attendance.
- Determine, organise and implement a diverse, flexible curriculum and implement Assessment for Learning.
- Monitor, evaluate and review classroom practice and promote improvement strategies.
- Take a strategic role in the development of emerging technologies to enhance and extend the learning experience of pupils.
- Challenge under-performance at all levels and ensure action is taken to secure improvement.

### **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:**

- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture.
- Build a collaborative learning culture across the federation and actively engage with other schools to build effective learning communities.
- Develop and maintain effective strategies and procedures for staff induction, professional development and performance management.
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- Develop and maintain a culture of high expectations for self and for others.
- Regularly review own practice and achievements, set personal targets and take responsibility for own personal development. Take account of feedback from others.
- Manage own workload and that of others to allow an appropriate work/life balance.

### **Securing Accountability**

With values at the heart of leadership, the Head Teacher has a responsibility to the whole federation community and is accountable to a range of groups particularly pupils, parents, carers, governors, and the Diocese.

#### **The Head Teacher will:**

- Take responsibility for establishing and monitoring the systems and culture of the federation to promote and safeguard the welfare of young people.
- Fulfil commitments arising from contractual accountability to the Governing Boards.
- Develop a federation ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- Work with the Governing Board (providing information, objective advice and support) to enable them to meet their responsibilities for securing effective teaching and learning and improved standards of attainment and for achieving efficiency and value for money.
- Reflect on personal contribution to federation achievements and take account of feedback from others.
- Develop and present a coherent, understandable and accurate account of the federation's performance to a range of audiences including governors, parents and carers.

### **Strengthening Community**

The Head Teacher should engage with the internal and external school communities to secure equity and entitlement and collaborate strategically and operationally with a wide range of partners to bring positive benefits.

#### **The Head Teacher will:**

- Build a culture and curriculum across the federation, which takes account of the richness and diversity of the school's community.
- Develop and maintain the Christian ethos of the school, so that it is intrinsic and embedded across all aspects of school's life and curriculum, contributing to academic achievement and the building of community.
- Ensure learning experiences for pupils are linked into and integrated with the wider community.
- Collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families.

- Create and maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development.
- Seek opportunities to invite parents and carers, community figures, businesses or other organisations into the school to enhance and enrich the school and its value to the wider community.
- Contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- Co-operate and work with relevant agencies to protect children.
- Create and promote positive strategies for challenging racial and other prejudice and dealing with racial harassment.

### **ALL OTHER DUTIES**

The Headteacher will perform all other reasonable duties appropriate to the role as instructed by governors.

This job description is subject to annual review.