



Job title: Headteacher

Salary range: L9-14

Accountable to: CEO of the Acorn Education Trust

Accountable for: The standards, progress and wellbeing of all pupils and all staff

### **Core purpose**

To lead the continuous improvement of Great Wishford Church of England Primary School, within the Acorn Education Trust – a learning organisation formed in 2014. The core purpose includes:

- Professional leadership and management of the school which has recently led the foundations of the Acorn Education Trust.
- Promotion of a secure foundation from which to achieve high standards in all areas of the school's work.
- Strategy and School Improvement.
- Line management of Deputy and Assistant Headteachers
- Member of the Academy Council Governing Body, advising and working with Governors
- To achieve success, the Headteacher will:
  - \* Provide vision, leadership and direction
  - \* Effectively manage and improve learning and teaching
  - \* Promote excellence, equality and high expectations of all students
  - \* Deploy resources to achieve school aims
  - \* Evaluate school performance and identify priorities for continuous improvement
  - \* Carry out day-to-day management, organisation and administration
  - \* Secure the commitment of the wider community
  - \* Create a safe and productive learning environment that is engaging and fulfilling for all students
  - \* Leadership of safeguarding
  - \* Leading and developing the unique culture, ethos and community feel of the school

### **Principal duties and responsibilities**

#### **Shaping the future**

- Work with other leaders in the Trust to ensure success and efficient operation of all schools.
- Work with the School Academy Council and other key stakeholders to ensure the development of the school's vision and that it is clearly articulated, shared, understood and acted upon effectively by all
- Work within the school community to translate the school's vision into agreed objectives and operational plans which will promote and sustain school improvement
- Demonstrate the school's vision and values in everyday work and practice
- Motivate and work with others to create a shared culture and positive environment
- Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence
- Ensure that strategic planning takes account of the diversity, values and experience of the school and the community

### **Leading learning and teaching**

- Diminish the difference in student achievement
- Ensure a consistent and continuous school-wide focus on students' achievement, using data and benchmarks to monitor progress in every child'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 students can achieve success and become engaged in their own learning
- Demonstrate and articulate high expectations and set stretching targets for the whole school community
- Implement strategies which secure high standards of behaviour and attendance
- Determine, organise and implement a diverse, flexible curriculum and implement an effective assessment framework
- Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of students
- Monitor, evaluate and review classroom practice and promote improvement strategies
- Challenge under-performance at all levels and ensure effective corrective action and follow-up

### **Developing self and working with others**

- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture
- Build a collaborative learning culture within the school 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 review
- 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 others and take appropriate action when performance is unsatisfactory
- Regularly review own practice, set personal targets and take responsibility for own personal development
- Manage own workload and that of others to allow an appropriate work/life balance.

### **Managing the organisation**

- Create an organisational structure which reflects the 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 the school and its facilities.
- Ensure that policies and practices take account of national and local circumstances, policies and initiatives
- Recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and goals of the school
- Implement successful performance management processes with all staff
- Manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and conforms to health and safety regulations
- Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all students and provide value for money.
- Use and integrate a range of technologies effectively and efficiently to manage the school.

### **Securing accountability**

- Fulfil commitments arising from contractual accountability to the Trust Board and School Academy Council
- Develop a school 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 School Academy Council (providing information, objective advice and support) to enable it to meet its responsibilities
- Develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including directors, governors, parents and carers
- Reflect on personal contribution to school achievements and take account of feedback from others.

### **Strengthening community**

- Build a school culture and curriculum which takes account of the richness and diversity of the school's communities
- Create and promote positive strategies for challenging racial and other prejudice and dealing with racial harassment
- Ensure learning experiences for students are linked into and integrated with the wider community
- Ensure a range of community based learning experiences
- Collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of students and their families
- Create and maintain an effective partnership with parents and carers to support and improve students' 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 innovation. Strengthen links with the primary sector to ensure the provision of an appropriate curriculum
- Co-operate and work with relevant agencies to protect children
- Self-evaluation for all the above will be carried out as a continual process

### **Working environment**

- Working in a Church of England primary school which is part of a multi-academy trust

### **Additional information**

- This job description contains only the main accountabilities relating to this post and does not describe in detail all duties required to carry them out
- The postholder will at times have access to information of a confidential nature and it is essential that the successful applicant is aware of the need for discretion
- The postholder will at all times carry out his/her duties and responsibilities with due regard to the Governors' support and commitment to Equal Opportunities Policies
- The postholder will be expected to undertake any appropriate training to assist them in carrying out any of the above duties
- The postholder will be required to promote, monitor and maintain health, safety and security in the work place. This will include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to
- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced Disclosure and Barring Service Certificate is required for this post prior to commencement.