



## **HEADTEACHER JOB DESCRIPTION**

### **Job purpose:**

To provide inspirational leadership to students and staff, ensuring the strategic development of Broadoak Mathematics and Computing College and building upon its success.

### **Dimensions:**

1. To ensure a positive ethos in the College, through effective leadership and planning, which enables all students to maximise their abilities, ambitions and academic potential.
2. To ensure a culture of continuous improvement in student achievement, by keeping the curriculum, teaching, assessment, student progress and reporting mechanisms under review and creating a high quality, fully inclusive learning environment.
3. To ensure that staff are well-managed, supported and developed through effective performance management procedures and a self-improving process of professional development.
4. To ensure that Broadoak College secures its financial future through the efficient and effective use of teaching and support staff, existing and planned accommodation, financial and other resources.
5. To ensure that Broadoak College is fully accountable to its stakeholders for all aspects of performance, by establishing clear lines of accountability and a comprehensive series of key performance metrics.
6. To ensure that Broadoak College continues to build its profile locally and nationally, through effective marketing and collaborative partnerships, so that it continues to be a popular school with a clearly defined set of values which put students at the heart of all that we do.

### **Accountabilities:**

The Headteacher is fully accountable to the Trustees and Governing Body and is expected to work collaboratively with governors on all significant matters of strategy, policy and procedure.

### **Key duties and responsibilities:**

#### **1. Shaping the future of the College**

- a. Ensure the vision for the College is clearly articulated, shared and acted upon effectively by all;

- b. Work within the College community and stakeholders to translate vision into agreed objectives and plans to promote and sustain improvement;
- c. Demonstrate the vision and values in everyday work and practice and ensure that learning is at the centre of strategic planning;
- d. Motivate and work with others to create a shared culture and positive climate;
- e. Ensure creativity, innovation and use of appropriate technologies to achieve excellence;
- f. Ensure strategic planning takes account of the diversity, values and experience of the school and community.

## **2. Leading learning and teaching**

- a. Ensure a consistent and continuous College-wide focus on student achievement;
- b. Establish creative, responsive and effective approaches to learning and teaching;
- c. Ensure a culture and ethos of challenge and support where all students can achieve success and become engaged in their own learning;
- d. Demonstrate and articulate high expectations and set challenging targets for the whole school community.
- e. Implement, develop and review strategies that secure high standards for the whole school community, including behaviour and attendance;
- f. Determine, organise and implement a diverse, broad and relevant, flexible curriculum, and an effective assessment framework.
- g. Take a strategic role in the development of new technologies to enhance and extend learning experiences;
- h. Monitor, evaluate and review classroom practice and promote improvement strategies.
- i. Sustain and build on the informal curriculum opportunities available to our students.

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

- a. Provide inspiring and empathic leadership of all staff, creating and maintaining a culture that stimulates debate, encourages innovation and fosters teamwork and cooperation;
- b. Develop and maintain effective strategies and procedures for staff induction, professional development and performance review;
- c. Ensure effective planning, allocation, and evaluation of team and individual work, ensuring clear delegation of tasks and devolution of responsibilities;
- d. Acknowledge the responsibilities and celebrate the achievements of individuals and teams;
- e. Implement successful performance management processes with all staff, challenging underperformance and ensure effective support and follow-up;

- f. Regularly review own practice, set personal targets, and take responsibility for own personal development;
- g. Keep up to date with national and local developments and ensure that all staff are aware of them, as appropriate to their roles.

#### **4. Managing the College**

- a. Recruit, retain and deploy staff and manage their workload to achieve the vision and goals of the College;
- b. Set, manage and monitor budgets and organise accommodation, working with colleagues, to ensure effective, proper, and efficient use of resources, ensuring the school's financial stability;
- c. Produce and implement clear, evidenced-based improvement plans and policies for the development of the school and its facilities;
- d. Manage and organise the school environment efficiently to ensure it meets curriculum needs and health and safety regulations;
- e. Ensure 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;
- f. Use and integrate a range of technologies effectively and efficiently to manage the school;
- g. Lead any redevelopment work, ensuring governors, staff, students and the local community are fully engaged and financial and reporting requirements are adhered to.

#### **5. Securing accountability**

- a. Develop and present a coherent, understandable and accurate account of the College's performance, efficiency and value for money to governors;
- b. Provide information and advice to governors, parents, students and prospective students about the curriculum, attainment and progress, including their contribution to enhancing the College's performance;
- c. Develop a school ethos that enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes;
- d. Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- e. Work with the governing body to enable it to meet its responsibilities, ensuring it is provided with accurate information;
- f. Develop and maintain constructive and mutually-supportive relationships with the governing body, local authority, Regional Commissioner and department for education, as appropriate;
- g. Reflect on personal contribution to College achievement and take account of feedback from others.

## **6. Building the College profile**

- a. Build a College culture and curriculum that takes account of the richness and diversity of the school community;
- b. Promote the College's commitment to safeguarding and welfare of children and young adults by continually reviewing practices and processes;
- c. Promote effective relationships with external parties, including local businesses, and ensure learning practices for students are linked into and integrated with the wider community;
- d. Create and maintain an effective partnership with parents and carers to support and improve students achievement and development;
- e. Seek opportunities to invite individuals and organisations into the school to enhance and enrich the College and its value to the wider community;
- f. Market the College as the first choice for education in the local and wider community;
- g. To work with the Business Manager and site manager and paid consultants to maintain and improve the school buildings;

This document should be read in conjunction with the headteacher's general responsibilities as defined in the "School Teachers' Pay and Conditions Document"

This job description sets out the main responsibilities, but as headteacher the postholder must be flexible in their approach to tasks, and accept that the exact content of their role may vary with Broadoak Mathematics and Computing College's developments and strategic/operational requirements.

All postholders are responsible for safeguarding and promoting the welfare of children and vulnerable adults by following Broadoak Mathematics and Computing College's procedures and practices in relation to Safeguarding and Child Protection.