



**CHILDREN'S SERVICE
SCHOOLS AND LEARNING**

**EXECUTIVE HEADTEACHER JOB DESCRIPTION –
SQUIRES LANE LEARNING FEDERATION**

Based on the National Professional Standards for Headteachers

The Headteacher will provide professional leadership for the schools to secure success and improvement. By working with the governing body, motivating and supporting all staff and managing the day-to-day operation of the schools, s/he will ensure that all our pupils benefit from high quality education and achieve high standards.

The Executive Head Teacher will be responsible for:

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| A Shaping the future |
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S/he will:

- Ensure the vision for the federation is clearly articulated, shared, understood and acted upon effectively by all
- Work within the federation community to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement
- Demonstrate the vision and values in everyday work and practice
- Motivate and work with others to create a shared culture and positive climate
- 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 community at large

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| B Leading learning and teaching |
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S/he will :

- Ensure a consistent and continuous schools-wide focus on pupils' 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 pupils can achieve success and become engaged in their own learning
- Demonstrate and articulate high expectations and set stretching targets for the whole federation community
- Implement strategies which ensure 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 pupils
- Monitor, evaluate and review classroom practice and promote improvement strategies
- Challenge underperformance at all levels and ensure effective corrective action and follow-up

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| C Developing self and working with others |
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S/he will :

- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture
- Build a collaborative learning culture within 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 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 achievement of individuals and teams
- Develop and maintain a culture of high expectations for self and for 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

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| D Managing the organisation |
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S/he will :

- Create an organisational structure which reflects the federation'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 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 federation's financial and human resources effectively and efficiently to achieve the federation's educational goals and priorities
- Recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and goals of the both schools
- Implement successful performance management processes with all staff
- Manage and organise the both school environments 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 is 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 schools

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| E Securing accountability |
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S/he will :

- Fulfil commitment arising from contractual accountability to the governing body
- Maintain and develop the 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 body (providing information, objective advice and support) to enable it to meet its responsibilities
- Develop and present a coherent, understandable and accurate account of school performance within the federation to a range of audiences including governors, parents, carers and external evaluators
- Reflect on personal contribution to federation achievement and take account of feedback from others

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| F Strengthening Community |
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S/he will :

- Build a culture and curriculum which takes account of the richness and diversity of the federation's communities
- Create and promote positive strategies for challenging racial and other prejudice and dealing with racial harassment
- Ensure learning experiences for pupils 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 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 schools to enhance and enrich the federation 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
- Cooperate and work with relevant agencies to protect children

November 2017

