

POST TITLE Headteacher	GRADE Starting salary L15-L21
RESPONSIBLE TO: Deputy Chief Executive Officer/Director of Primary	
DATE: September 2018	

Responsible for Standards, the quality of teaching and learning, strategic and system leadership and the effective operation of the school

Key liaisons Multi Academy Trust School staff and leadership teams
Parents and students
External agencies
Visitors
Governors

Hours of Work Full time

Purpose of Role -

- To provide inspirational, dynamic and effective leadership of the school by seeking to achieve the highest standards of staff performance, pupil achievement, pupil conduct; improving the quality of teaching and learning and ensuring the effective daily operation of the school.
- To work as a senior leader within Wellsway Multi Academy Trust and to contribute to its success as a member of the Executive Leadership Team.
- To ensure that the work and successes of St John's Church of England Primary School are shared effectively with other schools within the trust

Main responsibilities

Strategic Leadership

- To shape a vision and implement a plan for the school in line with the Wellsway Multi Academy Trust's strategic plan, setting out very high expectations with a clear focus on pupil achievement
- To lead St John's Church of England Primary School effectively, setting aims and objectives for the school, and formulating the school development plan
- To lead the strategic direction of the school and provide the vision and leadership that will secure strong progress and outcomes for its pupils
- To provide strong and effective leadership that inspires staff at all levels to give of their best
- To establish and maintain a strong school ethos that encourages ambition and aspiration and celebrates success
- To foster, and maintain, highly effective relationships both within the school and within the wider community

Leading Teaching and Learning

- To ensure that the school provides a provision that is fully inclusive and personalised to meet the needs of individuals
- To ensure that the needs of disadvantaged and vulnerable pupils are given priority and so that they achieve in line with national expectations
- To monitor and evaluate the quality of teaching and pupil achievement
- To set accurate and aspirational targets for the school and to oversee target setting for staff and pupils
- To encourage the use of innovative problem-solving ideas and know how to monitor, evaluate, adapt etc.
- To oversee the development and monitoring of the curriculum so that it provides an increasingly differentiated experience for pupils as they move through the school
- Ensure high standards of behaviour and attendance
- Ensure that leaders at all levels have the skills to carry out their roles and hold them effectively to account for achieving high standards

Organisational management

- To provide effective and efficient management of the school budget
- Manage the school environment efficiently ensuring that it meets the needs of the curriculum and complies with health and safety legislation
- Ensure that the school is compliant with the legal requirements regarding safeguarding
- Maintain a risk and asset management register and have in place business continuity plans
- To direct the work of the leadership team to ensure the smooth and effective daily operation of the school, the conduct of its pupils and the performance of the school staff
- Ensure that staff have the resources with which to do their job

Leadership of staff

- To work actively in developing the views and support of the staff to ensure that all work together in a common direction towards the aims of the school
- To build effective and harmonious relationships with staff, including offering guidance and support to colleagues
- To implement the Trust's appraisal policy to secure improvement, to provide targeted individual professional development and to hold staff to account
- To inspire, motivate and develop staff, taking a leading role in maintaining the highest standards of teaching and learning
- To lead the selection and deployment of teaching and support staff to achieve high quality outcomes in all areas of the school's operation

Community and Partnership

- To work alongside other academies in Wellsway Multi Academy Trust to ensure the vision of the Trust is successfully met
- To secure the commitment of parents/carers and the wider community to the vision and direction of the school
- To ensure that the school acts as a resource for the whole community
- To promote multi-agency working in support of young people's emotional and academic well-being and progress
- To promote partnership working, in particular with local schools and Higher Education institutions

Accountability

- To support the development of a whole school approach to monitoring and evaluating in line with the Trust's self-evaluation policy
- To prepare the school and staff for Ofsted and other inspections
- To ensure the school puts in place a robust plan to maintain its Ofsted "outstanding" rating
- To work effectively and proactively with, the school's local governing body, its Chair, and the Trust's Board of Directors, and its committees
- To guide the work of the school's local governing body in conjunction with the Chair

General

- To develop, implement, monitor and evaluate school and Trust policies and practices and actively promote the aims of the school and Trust
- Take responsibility for own professional development and undertake any appropriate training to assist in carrying out any of the above duties.
- To ensure compliance with legislation in relation to curriculum and safeguarding
- To safeguard and promote the welfare of children in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager
- Carry out the duties and responsibilities of the post with due regard to the Trust's equal opportunities policies
- Promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to

Data Protection and Safeguarding

- Work within the requirements of Data Protection at all times
- Remain vigilant to ensure all pupils are protected from potential harm

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.

Wellsway Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. For this post prior to appointment, Wellsway Multi Academy Trust will apply for an enhanced disclosure certificate from the Disclosure and Barring Service.

Person Specification - Headteacher	Essential (E) or Desirable (D)
Qualifications and training	
Qualified teacher status or other equivalent qualification	E
Good honours degree or equivalent	E
A higher degree or management qualification	D
Evidence of continuous professional development relevant to the post	E
Knowledge, skills and expertise	
Successful experience of headship	D
Highly effective communication skills, both oral and written	E
Knowledge and understanding of educational development	E
Exemplary teaching skills	E
A proven track record of raising achievement	E
Experience of working with school governors	D
Proven record of successful leadership and management at senior level	E
Clear understanding and effective use of self-evaluation processes	E
Strong ability to analyse, interpret and explain relevant data and evidence	E
Well-developed coaching and mentoring skills	D
Clear understanding and commitment to the potential of ICT for transforming teaching and learning	D
Commitment to Inclusive Education	E
Belief in the ability of each young person to succeed	E
Commitment to providing a world class education	E
Commitment to team working	E
Leadership Skills – the ability to inspire and motivate	
Commitment to system leadership and working beyond the school	E
Engage and inspire pupils, staff, parents, carers, governors and the wider community	E
Set and articulate a clear and compelling vision for the future	E
Be an inspiring role model for pupils and staff	E
Command credibility and respect	E
Build, support and challenge high performing teams	E
Demonstrate inclusivity at all times	E
Proven success in managing organisational change	E
Foster a collective responsibility for the success of all pupils	E
Experience of working collaboratively with primary schools	D
Ability to think creatively and problem solve	E
Be prepared to take appropriate risks	E
Self-management skills – the ability to work smartly and effectively	
Ability to keep calm under pressure and meet deadlines	E
Achieve challenging professional goals	E
Ability to delegate effectively and productively	E
Take responsibility for your own professional development	E
Personal Qualities	
Personal impact and presence	E
Intellectual ability	E
Excellent interpersonal skills	E
Energy, dynamism and enthusiasm	E
Self-confidence	E
Optimism	E
Flexibility	E
Resilience and perseverance	E
Reliability and integrity	E
Compassion and humility	E

Sense of humour	E
Attributes	
Committed to the Wellsway Multi-Academy Trust aims	E
Committed to Equality and Diversity	E
Other	
Ability to work outside normal working hours	E