



## HEADTEACHER

### Job Description

This Job Description is based upon The National Standards of Excellence for Headteachers 2015. This document sets out in four domains a set of aspirational standards. The Local Advisory Board and Trustees at Maiden Erlegh Trust will use these standards with The Headteacher in developing strategic targets for the school and for the setting of performance management objectives.

The National Standards of Excellence for Headteachers 2015 sets out a useful preamble that is quoted in order to set a context for this job description.

*"Headteachers occupy an influential position in society and shape the teaching profession. They are lead professionals and significant role models within the communities they serve. The values and ambitions of headteachers determine the achievements of schools. They are accountable for the education of current and future generations of children. Their leadership has a decisive impact on the quality of teaching and pupils' achievement in the nation's classrooms. Headteachers lead by example the professional conduct and practice of teachers in a way that minimises unnecessary teacher workload and leaves room for high quality continuous professional development for staff. They secure a climate for the exemplary behaviour of pupils. They set standards and expectations for high academic standards within and beyond their own schools, recognising differences and respecting cultural diversity within contemporary Britain. Headteachers, together with those responsible for governance, are guardians of the nation's schools."*

### The role of Headteacher at Maiden Erlegh School

<b>Vision and Core Purpose</b>
Articulate clear values and moral purpose for the leadership of the School, focused on providing a first class education for all our students of all abilities.
Communicate compellingly the school's vision and drive the strategic leadership, empowering all students and staff to excel.
Develop positive relationships, behaviours and attitudes towards our students, and to engage parents, governors and members of the local community in the constant improvement of all that we do.
Ensure that the education and interests of our students are at the centre of everything we do at the School.
Promote the concept of inclusion across the whole school and ensure its rigorous application.
<b>Meeting our objectives through improving learning and achievement in the classroom</b>
Lead the improvement and development of the School on the basis of evidence and knowledge about effective practice, and to promote a strong culture of continuous professional development for our staff and succession planning.
Promote the interests of our school around appropriate strategic aims, translating opportunities arising from local and national policy into the school's context.
Ensure that the School's development as a school is consistent with our aims and seeks further to serve our local community.
Demand ambitious standards for all students, overcoming disadvantage and advancing equality of opportunities, instilling a strong sense of accountability in staff for the impact of their work on students' outcomes.
Maintain and secure outstanding teaching from all teachers delivering this through an understanding of the features of successful classroom practice and curriculum design.



### **Leadership and Management**

Promote the sharing of best practice between teachers and a culture where unsatisfactory practice is challenged and improved.

Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge and to support each other.

Be sensitive to staff personal and professional problems, be willing to address and resolve them and address conflict while maintaining morale.

Identify emerging talents at all levels in the School, coaching current and aspiring leaders in a climate where excellence is the standard.

Hold all staff to account for their professional conduct and practice.

Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.

Provide a safe and well-ordered environment for all students and staff, with a strong focus on safeguarding and the development of exemplary behaviour in school and in the wider society.

Establish, implement and maintain rigorous and transparent systems for managing the performance of all staff, addressing under-performance, supporting staff to improve and valuing excellent practice.

Establish, implement and maintain rigorous assessment systems that allow the school to measure and evaluate the performance of students as well as ensuring the predictability of educational outcomes.

Welcome strong governance and actively support the Local Area Board to deliver its functions ever more effectively – in particular its functions to set school strategy and hold the Headteacher to account for student, staff and financial performance.

Working as a member of the Board of Trustees ensure the interests of the School are consistent with that of Maiden Erlegh Trust.

Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of achievement and the school's sustainability.

Lead strategic financial planning and act as the school's financial accounting officer.

Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.

### **Wider engagement and contribution**

Develop the capacity of the School to work with other schools and improve the quality of education and other opportunities for young people.

Develop effective relationships with other services to improve academic and social outcomes for all students.

Harness the findings of well evidenced research to contribute to school self-improvement.

Make the School a centre of good practice in initial and continuing teacher education.

Inspire and influence others - within and beyond the school - to believe in the fundamental importance of education in young people's lives and to promote the value of education.

Engage with the local community to raise the profile of the school.