



## **CROMWELL ACADEMY: Recruitment of HEADTEACHER JOB DESCRIPTION**

### **HEADTEACHER JOB DESCRIPTION**

The Headteacher is accountable to the CEO and the local Governing Body for the professional leadership, strategic direction and operational management of the school, in order to ensure that the aims and objectives of the Trust and the school are implemented in accordance with the school improvement plan and the relevant policies. The Headteacher is required to monitor, evaluate and review the impact of policies, priorities and targets of the school and to take timely action as necessary. The Trust and the local Governing Body of the school are committed to safeguarding and promoting the welfare of children and young persons, thus the Headteacher must ensure that the highest priority is given to following the guidance and regulations which safeguard children and young people. (The appointment is subject to the provisions of the School Teachers' Pay and Conditions Document).

### **Key Responsibilities**

#### **LEADERSHIP AND MANAGEMENT OF PUPIL ACHIEVEMENT, PROGRESS AND SAFETY**

##### **Ensure that:**

- ✓ student safety is at the centre of all of the school's functions, in particular strategic planning and resource management;
- ✓ an aspirational culture and ethos of challenge and support, where all students/pupils can achieve success and become engaged in their own learning and the learning of others, is promoted;
- ✓ there is a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks for monitoring progress in learning for every pupil;
- ✓ strategies are implemented which secure high standards of behaviour and attendance, student welfare, and citizenship;
- ✓ there is collaboration with other agencies in providing for the intellectual, spiritual, moral, cultural, physical, social and emotional wellbeing of pupils.

#### **LEADING AND MANAGING STAFF**

##### **Ensure that:**

- ✓ outstanding teaching is the primary objective for all teachers;
- ✓ Staff are well led, motivated, supported, challenged and developed to secure improvement;
- ✓ all staff are engaged with the school's key improvement priorities and the development of the school's aims and objectives;
- ✓ there is effective communication across the whole school community;
- ✓ the contribution of staff to improve the quality of education provided and the standards achieved is maximised;
- ✓ you implement and sustain rigorous procedures for monitoring the performance of all staff, including objective setting and personal development plans;
- ✓ responsibilities are acknowledged and the achievement of individuals and teams are celebrated;



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### **LEADERSHIP AND MANAGEMENT OF CURRICULUM**

#### **Ensure that:**

- ✓ the school develops and implements a diverse, flexible curriculum to ensure high quality and personalised learning experiences for pupils of all backgrounds and abilities;
- ✓ the curriculum is providing for the intellectual, spiritual, moral, cultural, physical, social and emotional well-being of all pupils;
- ✓ the curriculum enables all pupils to progress and to be sufficiently challenged in their quest for deep learning;
- ✓ the curriculum facilitates learning experiences in line with the aspirations of ACES Academies Trust (Aspiration, Creativity, Excellence and Success).

### **MANAGING RESOURCES**

#### **Ensure that:**

- ✓ your leadership promotes creativity, innovation and the use of appropriate existing and new technologies to achieve excellence;
- ✓ you agree and set appropriate priorities for expenditure; allocate funds and monitor expenditure with the support of the Trust, to ensure the budget is not overspent;
- ✓ with the support of the CEO and the Trust's finance team, the school's financial and human resources are deployed and managed efficiently and effectively in order to achieve the school's educational goals and priorities, in line with the school's improvement plan and financial context;
- ✓ you have regard for the state of the school buildings and facilities in terms of the standard of cleanliness and repair, and report anything of concern to the Trust, especially if you have a concern about potential compliance with health and safety regulations.

### **STAKEHOLDERS AND THE LOCAL COMMUNITY**

#### **Ensure that you:**

- ✓ take every step to secure the commitment of all parents and carers, especially hard-to-reach parents, and the wider community, to the vision and direction of the school;
- ✓ act at all times as an ambassador for the school and the Trust, in a manner which upholds its values and ethos;
- ✓ are pro-active in seeking opportunities to promote and enhance the perception and reputation of the school within the local and wider community.



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### **ACCOUNTABILITY AND GOVERNANCE**

#### **Ensure that you:**

- ✓ work with the CEO and local Governing Body to analyse and plan for the future needs and further development of the school within the context of the local community and the Trust;
- ✓ translate the vision into a workable School Improvement Plan with agreed, prioritised objectives and operational plans which will promote and sustain school improvement within an agreed timeframe;
- ✓ promote a school ethos which enables everyone to work together, share knowledge and understanding, celebrate success and accept responsibility for outcomes;
- ✓ present a coherent and accurate account of the school's performance in a form appropriate to a range of audiences, including parents, the local governing body, the Trust, Ofsted and others, to enable them to contribute effectively.

### **TEACHING**

- ✓ teach as necessary and appropriate, relative to the other duties of the post.

### **OTHER:**

1. As the Trust grows and develops the Headteacher will be expected to work collaboratively with other staff in the Trust and to share their knowledge and expertise.
2. The Headteacher may be asked by the CEO or local Governing Body to undertake other duties reasonably regarded as falling within the duties and responsibilities of the post.
3. This job description will be reviewed annually as part of the performance management process and amended if necessary. In addition, it may be amended at any time after consultation with the post holder.