****Carlton Primary Academy

Part of

Pioneer Academies Community Trust (PACT)

**JOB DESCRIPTION**

**Job Title: Headteacher**

**Individual Academy Range: L14 – L20**

**Responsible to:** Executive Principal

**Responsible for:** All staff within the academy

**Job Description -** This job description is based on the national standards for Headteachers and may be amended at any time following consultation between the Headteacher and PACT Board of Directors.

**Core Purpose of the Post:**

The core purpose of the Headteacher is to raise standards of achievement for all pupils by providing professional leadership and management for Carlton Primary Academy. The Headteacher must establish high quality education by leading teaching and learning, having high aspirations and developing all staff. The Headteacher must establish Community values driven ethos that promotes excellence, equality and high expectations of all pupils.

The Headteacher is the leading professional in the Academy. Accountable to the Executive Principal the Headteacher provides vision, leadership and direction for the Academy and ensures it is managed and organised to meet the aims and ambitions established by the PACT Board of Directors and the community the Academy serves.

**The Headteacher is responsible for:-**

* monitoring and evaluating the Academy’s performance and identifying priorities for continuous improvement
* raising standards for all children and ensuring equality of opportunity for all by developing effective policies and practices
* the deployment of resources efficiently and effectively to achieve the Academy’s aim and objectives
* the effective day to day management, organisation and administration of the Academy.

The Headteacher secures the commitment of the wider community to the Academy by developing and maintaining effective partnerships with, for example, academies, other services and agencies for children, higher education institutions and employers. Through such partnerships and other activities, the Headteacher will play a key role in contributing to the development of the education system as a whole and collaborate with others to raise standards locally. With the PACT Board of Directors, the Headteacher is responsible for creating a productive learning environment, which is engaging and fulfilling for all pupils.

**Key Areas of Responsibility:**

To undertake the professional duties of a Headteacher, as set out in the current Academy Teachers’ Pay and Conditions Document and National Standards for headship, which focus on: -

1. **Shaping the Future**

Working with the PACT Board of Directors/ Local Governing Body to create a shared vision and strategic plan, based of the Community Values and Principles, which inspires and motivates pupils, staff and all other members of the PACT community. This vision should express core educational values and moral purpose and be inclusive of stakeholders’ values and beliefs. The strategic planning process is critical to sustaining academy improvement and ensuring that the Academy improves the life chances of all its pupils.

**The Headteacher of Carlton Primary Academy will:**

* ensure the vision for the Academy is clearly articulated, shared, understood and acted upon effectively by all
* work within the Academy community to translate the vision into agreed objectives and operational plans, which will promote and sustain Academy improvement
* demonstrate the Community 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 the strategic planning takes account of the diversity, values and experience of the Academy and community at large.

1. **Leading Learning and Teaching**

The Headteacher of Carlton Primary Academy will have a central responsibility for raising the quality of

teaching and learning and for pupils’ achievement, setting high expectations and monitoring and

evaluating the effectiveness of learning outcomes. Pupils in Carlton Primary Academy will experience a

positive learning culture and become effective, enthusiastic, independent learners, committed to life-long learning.

**The Headteacher of Carlton Primary Academy will:**

* ensure a consistent and continuous Academy-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 which meets the needs of the Academy
* ensure a culture and ethos that challenges and support where all pupils can achieve success and are engaged in their own learning
* demonstrate and articulate high expectations and set stretching targets for the whole academy community within PACT
* implement strategies that secure 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 intervention and follow-up.

1. **Developing Self and Working with Others**

The Headteacher of Carlton Primary Academy will build a professional learning community that enables

others to achieve. Through performance management and effective continuing profession development practice, the Headteacher will support all staff to achieve high standards. To equip themselves with the capacity to deal with the complexity of the role and the range of leadership skills and actions required of them, our Headteacher will be committed to their own continuing professional development

**The Headteacher of Carlton Primary Academy will:**

* treat people fairly, equitably and with dignity and respect to create and maintain positive academy culture
* build a collaborative learning culture within the academy and actively engage with other PACT academies to build effective learning communities
* develop and maintain effective strategies and procedures for staff induction, professional development and appraisal
* 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 achievements 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 your own personal development
* manage your own workload and that of others to allow an appropriate work/life balance.

1. **Managing the Organisation**

The Headteacher of Carlton Primary Academy will ensure that the academy, the people and resources within it are organised and managed to provide an efficient, effective and safe learning environment, by building capacity across the workforce and ensuring resources are deployed to achieve value for money. The Headteacher will build a successful organisation through effective collaborations with others.

**The Headteacher of Carlton Primary Academy will:**

* create an organisational structure which reflects the Academy’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 Academy and its facilities
* ensure that, within an autonomous culture, policies and practices take account of national and local circumstances, policies and initiatives
* manage the Academy’s financial and human resources effectively and efficiently to achieve the Academy’s educational goals and priorities
* recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and goals of the Academy, also implement successful performance management processes with all staff
* manage and organise the Academy environment 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 academy

**5. Securing accountability**

The Headteacher of Carlton Primary Academy is accountable to a wide range of groups, particularly pupils, parents, carers and the PACT Board of Directors They are accountable for ensuring that pupils enjoy and benefit from the high quality education at Carlton Primary Academy, for promoting collective responsibility within the whole PACT community and for contributing to the education service more widely. The Headteacher is legally and contractually accountable to the PACT Board of Directors for the academy, its environment and all its work.

**The Headteacher of Carlton Primary Academy will:-**

* fulfil commitments arising from contractual accountability to the PACT Board of Directors
* develop an Academy ethos which enables everyone to work collaboratively within PACT, 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
* develop and present a coherent, understandable and accurate account of the Academy’s performance to a range of audiences including Directors, parents and carers.
* reflect on personal contribution to Academy’s achievements and take account of feedback from others

1. **Strengthening Community**

The Headteacher of Carlton Primary Academy will collaborate with other academies/schools, to share expertise and bring positive benefits to their own and other academies/schools. They will work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all children. The Headteacher will share responsibility for leadership of the wider educational system and be aware that academy improvement and community development are interdependent.

**The Headteacher of Carlton Primary Academy will:**

* build an Academy culture and curriculum which takes account of the richness and diversity of the PACT 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 Academy, to enhance and enrich the Academy 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 PACT academies and promoting innovative initiatives

**7. Safeguarding Children & Safer Recruitment**

This Academy is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment.

**Carlton Primary Academy will ensure that:**

* the policies and procedures adopted by the PACT Board of Directors are fully implemented and followed by all staff
* sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of children
* all staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed ‘Whistle blowing’ practices
* educate children and young people about the benefits, risks and responsibilities of using information technology as highlighted by e-Safety.