



**Headteacher**

**FOCUS SCHOOL**

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# **PURPOSE OF THE ROLE**

The role of Headteacher is the leading professional position in the school, directly reporting and accountable to the Regional Principal for Focus Learning Trust and the Campus Administrator (CA) for the Board of Trustees. The primary objective is to provide professional leadership and management to promote a secure foundation from which to achieve high standards in all areas of the school, specifically to:

* Continually raise student attainment and progress through improvement in standards of teaching and learning across the key stages
* Provide day-to-day leadership, inspiration and management, and model outstanding teaching practice
* Ensure the effective implementation of the education programme including the overall development and well-being of the individual learner
* Consistently manage and improve the performance of the teaching team to enhance the delivery of an inspiring quality curriculum leading to better outcomes for all
* Uphold and promulgate the Focus ethos and high moral values in all areas of the school
* Maintain orderly systems for student management and daily organisation
* Promote positive, appropriate and effective communications and relationships throughout the school community

# **SAFEGUARDING**

Focus Learning Trust and its affiliated schools are committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment. The post is subject to an Enhanced Disclosure & Barring Service check and Children’s Barring List in line with safer recruitment guidelines.

# **SUPPORT FOR THE ROLE**

The role is supported by the Regional Principal and a proactive Board of Trustees and Campus Administrator. The Trust takes overall responsibility for all aspects of the school including elements of finance, operations, health and safety and HR. Other roles and responsibilities are delegated to Headteacher, however final and significant decisions rest with the Board. Focus Learning Trust provides a range of support services in areas such as IT, policies and procedures, teaching resources, curriculum support, training, professional development through the Teacher Academy.

Regional Principals provide support and challenge to schools and Headteachers. In addition, there is specialist support in areas such as curriculum, assessment, SDL, SEND, IT, leadership and inspection, CPD, SIMS and data to support continued school development, promote consistency across the Focus group of schools and share good practice between schools.

# **DUTIES**

In recognition of the importance of leadership and management combined with exemplary teaching practice for improved student learning outcomes, the key duties including but not limited to:

* Report to and meet regularly with the school leadership team
* Demonstrate outstanding teaching practice and commit to a class teaching input as agreed with the school leadership team
* Provide a strong, professional, visible and approachable presence at all times
* Lead, manage and inspire the individual teaching and support staff
* Operate effective, consistent and regular monitoring and management of performance
* Maintain an up to date school evaluation form and work with the Board of Trustees to ensure the school fulfils its obligations in regard of compliance with statutory and regulatory requirements
* Maintain an up-to-date and relevant school improvement plan in cooperation with staff and the board, and rigorously implement its priorities
* Contribute to, share in and promote the wider and longer term vision of the school
* Contribute to the development of procedures to implement policies adopted by the board
* Ensure student performance data is recorded, tracked and analysed and targets are set in line with Focus School policy
* Implement and maintain policies promoting a high standard and equitable approach to student welfare and behaviour management
* Promote a culture for learning in which everyone takes responsibility for a high standard of student behaviour.
* Take direct responsibility for student management matters arising beyond the remit of classroom teachers
* Contribute to the development of the school council and promote its effectiveness
* Consistently demonstrate a high standard of organisational skills in all areas of responsibility
* Communicate regularly and effectively with parents through newsletters, Parent/Teacher events and school assemblies as appropriate
* Manage and organise the school environment effectively to ensure that safeguarding children and young people is given a high priority
* Establish and maintain effective working relationships at every level and maintain the highest standards of professions conduct
* Undertake other reasonable duties as specified by the Board of Trustees

For further details email [recruit.1@focus-school.com](mailto:recruit.1@focus-school.com)

# **PERSON SPECIFICATION**

Ultimately, the role is underpinned by the National Standards of Excellence for Headteachers and the Teacher Standards. You will have passion, presence and personality, and a determination to lead continuous improvement in student learning outcomes.

**ESSENTIAL CREDENTIALS**

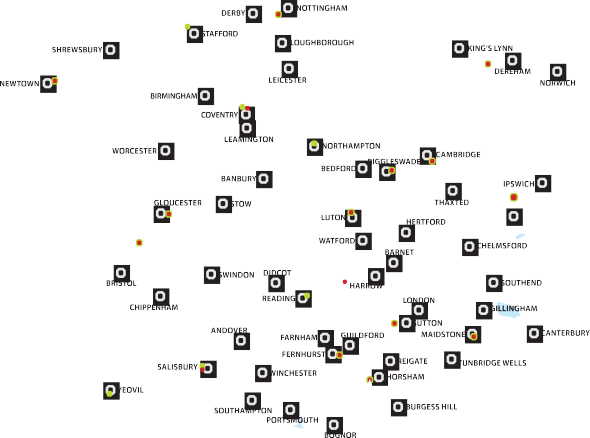
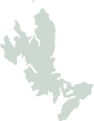
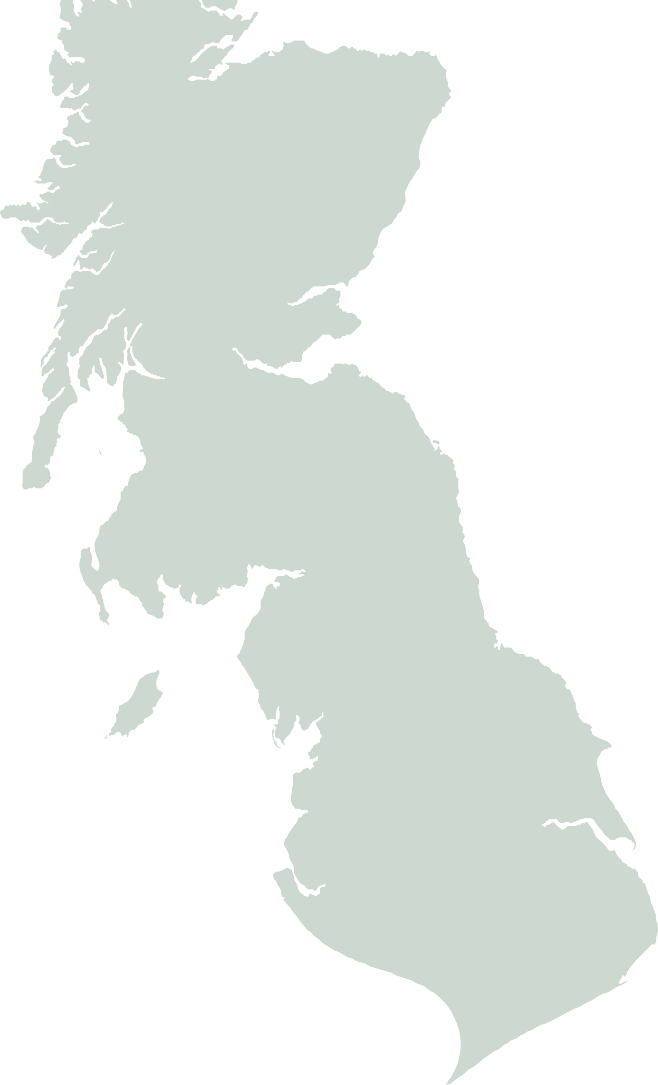
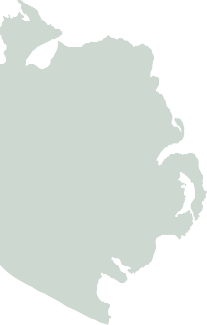
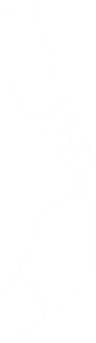
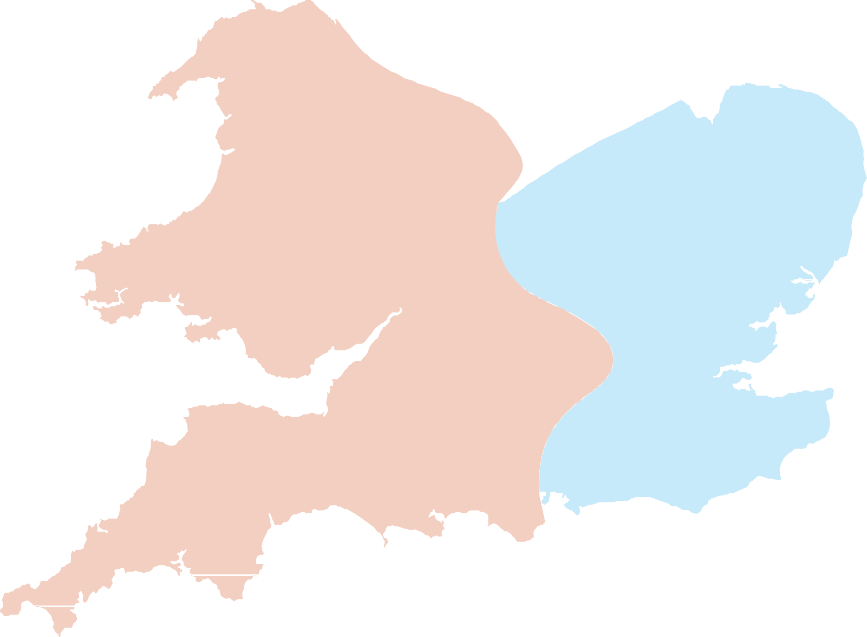
* Qualified teacher status with acceptable Enhanced DBS Disclosure
* Outstanding classroom practitioner with a thorough understanding of and experience in pedagogical coaching including lesson observations and feedback
* Relentless drive and uncompromising approach to improving standards in the classroom for all instilling a strong sense of accountability in staff
* Evidence of significant experience in raising achievement via the leadership and coaching of staff for the good of the students
* Ability to consistently move forward in the shifting sands of curriculum and organisational change and to recognise and respect the things that don’t change
* Lead by example in terms of work ethic, integrity, reliance, clarity, energy and professional behaviour
* Successful experience in a secondary senior leadership role which involved the use of data and assessment information to track and improve pupil progress
* Demonstrable ability to maintain high standards of student and staff management
* Respect and adherence to all Focus School policies and the ethos framework they are operating within
* Highly organised, able to plan time effectively, meet deadlines and delegate appropriately
* Empathy with children and young people, having the student at the heart of everything
* Excellent interpersonal and communication skills demonstrating optimistic personal behaviour towards all stakeholders
* Knowledge of and passion for Self-Directed Learning principles
* Excellent and detailed understanding of current safeguarding procedures
* Confident and capable with ICT for both the classroom and school management

**DESIRABLE CREDENTIALS**

* NPQH Certificate
* Experience in the use of innovative technology for teaching such as VC and a VLE
* Experience in overseeing Safeguarding, Health and Safety and promoting safe practice
* Understanding of SEND and experience in promoting the inclusion of all students
* Proven ability to work with learners of all abilities
* Experience in a cross phase/through school and of KS5
* Experience of working in more than one school
* Significant experience of delivering whole school CPD
* Understanding and experience of parental requirements special to the independent sector

For further details email

[recruit.1@focus-school.com](mailto:recruit.1@focus-school.com)



# **SCHOOL REGIONS**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| North | Primary | Secondary | TOTAL | East | Primary | Secondary | TOTAL | West | Primary | Secondary | TOTAL |
| Regional Total | 404 | 679 | 1083 |  | 629 | 824 | 1453 |  | 437 | 707 | 1144 |
| Bramley Campus | 53 | 77 | 130 | Biggleswade Campus | 68 | 90 | 158 | Berkeley Campus | 65 | 121 | 186 |
| Cottingham Campus | 42 | 70 | 112 | Cambridge Campus | 53 | 66 | 119 | Coventry Campus | 32 | 75 | 107 |
| Crewe Primary Campus | 29 | 0 | 29 | Carshalton Campus | 85 | 42 | 127 | Gloucester Campus | 66 | 124 | 190 |
| Hornby Campus | 36 | 51 | 87 | Dunstable Campus | 51 | 127 | 178 | Newtown Campus | 34 | 36 | 70 |
| Knockloughrim Campus | 28 | 61 | 89 | Hindhead Campus | 76 | 110 | 186 | Plymouth Campus | 43 | 75 | 118 |
| Long Eaton Campus | 29 | 63 | 92 | Linton Park Campus | 85 | 127 | 212 | Reading Primary Campus | 51 | 0 | 51 |
| Millden Campus | 18 | 30 | 48 | Northampton Primary Campus | 53 | 0 | 53 | Stafford Primary Campus | 26 | 0 | 26 |
| Newry Campus | 17 | 34 | 51 | Pulborough Campus | 46 | 73 | 119 | Stoke Poges Campus | 0 | 85 | 85 |
| Ochil Campus | 60 | 101 | 161 | Stoke by Nayland Campus | 64 | 83 | 147 | Swansea Campus | 18 | 36 | 54 |
| Stockport Campus | 26 | 101 | 127 | Swaffham Campus | 48 | 106 | 154 | Wilton Campus | 0 | 155 | 155 |
| York Campus | 66 | 91 | 157 |  |  |  |  | Wilton Primary Campus | 77 | 0 | 77 |
|  |  |  |  |  |  |  |  | Yeovil Primary Campus | 25 | 0 | 25 |