



HEADTEACHER

JOB DESCRIPTION

Teamwork is central to our philosophy and post holders are expected to be prepared to act flexibly in response to the day-to-day needs of our school.

NAME:

Job Title: Headteacher
Salary Scale: LD37 - LD42
Hours of work: Full-time
Responsible to: Chair of Trustees

Job Purpose:

The role of the Headteacher of Yardleys School is to provide strategic leadership and professional management for our school. This will secure success and improvement for the school; ensure high quality education and personalised learning for all its students and high standards and achievement in all areas of the school's work. The trust board will expect the Headteacher to lead by personal example in demonstrating a full and professional commitment to excellence in education.

The Headteacher will carry out his/her professional duties in accordance with the current School Teachers' Pay and Conditions document and the revised 2020 National Standards for Headteachers. The Headteacher is accountable to the trustees for the standards achieved and the conduct, management and administration of the School subject to any policies, which the Department for Education and the trustees may make.

As Headteacher, the role includes duties and responsibilities under the School's Single Academy Trust status including acting as a Director and as the Accounting Officer.

I. Ethics and Culture

The Headteacher is expected to demonstrate consistently high standards of principled and professional conduct. S/he is expected to meet the Teachers' Standards and be responsible for providing the conditions in which teachers can fulfil them.

The Headteacher upholds and demonstrates the Seven Principles of Public Life at all times. Known as the Nolan principles, these form the basis of the ethical standards expected of public office holders:

- selflessness
- integrity
- objectivity
- accountability
- openness
- honesty
- leadership

The Headteacher upholds public trust in school leadership and maintains high standards of ethics and behaviour. Both within and outside school, the Headteacher:

- builds relationships rooted in mutual respect, and at all times observes proper boundaries appropriate to their professional position
- shows tolerance of and respect for the rights of others, recognising differences and respecting cultural diversity within contemporary Britain
- upholds fundamental British values, including democracy, the rule of law, individual liberty and mutual respect for those with different faiths and beliefs
- ensures that personal beliefs are not expressed in ways which exploit the person's position, pupils' vulnerability or might lead pupils to break the law

As leader of their school community and profession, the Headteacher:

- serves in the best interests of the school's pupils
- acts in a manner compatible with their influential position in society by behaving ethically, fulfilling their professional responsibilities and modelling the behaviour of a good citizen
- upholds their obligation to give account and accept responsibility
- knows, understands, and acts within the statutory frameworks which set out their professional duties and responsibilities
- takes responsibility for their own continued professional development, engaging critically with educational research
- makes a positive contribution to the wider education system

2.1 School Culture

The Headteacher:

- establishes and sustains the school's ethos and strategic direction in partnership with those responsible for governance and through consultation with the school community
- creates a culture where pupils experience a positive and enriching school life
- upholds ambitious educational standards which prepare pupils from all backgrounds for their next phase of education and life
- promotes positive and respectful relationships across the school community and a safe, orderly and inclusive environment
- ensures a culture of high staff professionalism

2.2 Teaching

The Headteacher:

- puts the curriculum and teaching and learning at the heart of school life
- establishes and sustains high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how pupils learn
- ensures teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains
- ensures effective use is made of formative assessment

2.3 Curriculum and assessment

The Headteacher:

- ensures a broad, structured and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught
- establishes effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional networks and communities
- ensures that all pupils are taught to read through the provision of evidence-informed approaches to reading
- ensures valid, reliable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum

2.4 Behaviour

The Headteacher:

- establishes and sustains high expectations of behaviour for all pupils, built upon relationships, rules and routines, which are understood clearly by all staff and pupils
- ensures high standards of pupil behaviour and courteous conduct in accordance with the school's behaviour policy
- implements consistent, fair and respectful approaches to managing behaviour
- ensures that adults within the school model and teach the behaviour of a good citizen

2.5 Additional and special educational needs and disabilities

The Headteacher:

- ensures the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities
- establishes and sustains culture and practices that enable pupils to access the curriculum and learn effectively
- ensures the school works effectively in partnership with parents, carers and professionals, to identify the additional needs and special educational needs and disabilities of pupils, providing support and adaptation where appropriate
- ensures the school fulfils its statutory duties with regard to the SEND code of practice

2.6 Professional development

The Headteacher:

- ensures staff have access to high-quality, sustained professional development opportunities, aligned to balance the priorities of whole-school improvement, team and individual needs
- prioritises the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with the approaches laid out in the standard for teachers' professional development
- ensures that professional development opportunities draw on expert provision from beyond the school, as well as within it, including nationally recognised career and professional frameworks and programmes to build capacity and support succession planning

2.7 Organisational management

The Headteacher:

- ensures the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care
- prioritises and allocates financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds
- ensures staff are deployed and managed well with due attention paid to workload
- establishes and oversees systems, processes and policies that enable the school to operate effectively and efficiently
- ensures rigorous approaches to identifying, managing and mitigating risk
- manages staff workload effectively using a variety of practices and the use of technology
- maintains an oversight of school business management including HR, finance, premises, health & safety
- understands the balance between professional accountability on the one hand and establishing a culture of professional trust and autonomy on the other

2.8 Continuous school improvement

The Headteacher:

- makes use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit school effectiveness, and identify priority areas for improvement
- develops appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the school's context
- ensures careful and effective implementation of improvement strategies, which lead to sustained school improvement over time

2.9 Working in partnership

The Headteacher:

- forges constructive relationships beyond the school, working in partnership with parents, carers and the local community
- commits the school to work successfully with other schools and organisations in a climate of mutual challenge and support
- establishes and maintains working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils

2.10 Governance and accountability

The Headteacher:

- understands and welcomes the role of effective governance, upholding their obligation to give account and accept responsibility
- establishes and sustains professional working relationship with those responsible for governance
- ensures that staff know and understand their professional responsibilities and are held to account
- ensures the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties

3. Safeguarding Children & Safer Recruitment

The Headteacher:

- supports the School's commitment to safeguarding and promoting the welfare of children and young people as required under the Education Act 2011 and Keeping Children Safe in Education 2023.
- ensures that the School adopts Safer Recruitment practices.

The trustees are committed to safeguarding and promoting the welfare of children and young people. The Headteacher must ensure that the highest priority is given to following guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced DBS check.

Please note: The trust board expects its employees (including the Headteacher) to work flexibly within the framework of the duties and responsibilities specified above. This means that the postholder may be expected to carry out work not specified in the job profile but which is within the remit of the duties and responsibilities.

Job description issued on: Signature of Chair of Trustees:

Copy received by: Date: