

Akiva School

JOB DESCRIPTION

Akiva School 80 East End Road, Sternberg Centre, Finchley, N3 2SY

TITLE OF POST:HEADTEACHER SALARY RANGE:Grp 3 L11-23 £54,401-£72,812

This job description has been based on the National Standards for Headteachers (DfE 2015) and should be read in conjunction with the four domains listed within those standards.

<https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/396247/National_Standards_of_Excellence_for_Headteachers.pdf>

The Headteacher is legally and contractually accountable to the Governing Body of Akiva School for the organisation, management and control of the school, working with governors to fulfill their responsibilities. The job description is subject to annual review as part of the appraisal cycle.

JOB PURPOSE:

The Headteacher’s role is to provide effective and professional leadership for Akiva as a Progressive Jewish school to secure its continued success and improvement. By working with the Governing Body, motivating and supporting all staff and managing the day-to-day operation of Akiva, they will ensure that all our pupils benefit from high quality education and the highest standards of learning and achievement in accordance with statutory requirements. The Headteacher will be required to uphold and embed our Progressive Jewish ethos and values within day-to-day working practices.

Other duties include:

• Achieving any performance criteria, objectives and targets agreed with, or set by, the school’s Governing Body.

To succeed, the Headteacher will be able to:

* Provide vision, leadership and strategic direction
* Manage learning and teaching effectively
* Promote excellence, equality and high expectations for all pupils
* Evaluate school performance and identify priorities for continuous improvement
* To manage and deploy resources to achieve the school’s aims
* Carry out day-to-day management, organisation and administration
* Secure the support of the wider community
* Create a safe and productive learning environment which is engaging and fulfilling for all pupils; and
* Work effectively with the school’s Governing Body

SECURING ACCOUNTABILITY

The Headteacher will

* Work closely with and provide information, advice and support to the Chair of Governors and Governing Body to enable it to meet its’ responsibilities and statutory duties in providing challenge and support.
* Ensure that parents and pupils are well informed about curriculum attainment and progress and are able to understand targets for improvement.
* Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation through performance appraisal.
* Develop and present an accurate account of the school’s performance to a range of audiences including governors, parents and carers, Children’s Services, the Local Authority, Ofsted and Pikuach to enable them to play their part effectively.
* Ensure all legal requirements for health and safety, maintenance and financial management are fulfilled.
* Communicate openly with children, parents and carers on their general progress and well-being.

KEY PRIORITIES

* Maintain and develop further the Progressive Jewish ethos of the school, valuing each individual child and enabling them to reach their full potential within a stable, committed school community.
* Set and maintain high standards and expectations of teaching and learning for all staff through good quality coaching, mentoring and modeling of high-quality teaching for every pupil at all times.
* Inspire and promote a curriculum expanded beyond the confines of traditional academic subjects in order to boost pupil achievement, their engagement with learning and their well-being.
* Promote proactive involvement of the whole school in the safeguarding of pupils.

QUALITIES AND KNOWLEDGE / SHAPING THE FUTURE

The Headteacher will

* Hold and articulate clear values and moral purpose in everyday work and practice, reflecting the school’s Progressive Jewish ethos.
* Communicate a shared vision so that the school moves forward to the benefit of its pupils and the wider community.
* Promote the school’s ethos, ensuring that this is a shared set of values formed by consultation with all stakeholders.
* Lead by example and create a shared commitment and responsibility to the school through teamwork, distributed leadership and professional reflection.
* Establish and implement a strategic plan that inspires and motivates all stakeholders, which ensures pupils achieve high standards and develop in all aspects of their education and which reflects the needs of both the school and its community.
* In times of change, be able to translate local and national policy into the school’s context to ensure that the school is equipped to respond to, and benefit from this change, advising the governors on these developments and how they best fit the Akiva vision.
* Pursue continuous professional development so as to sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally.
* Demonstrate personal behavior that leads by example, forges positive relationships and attitudes towards and between pupils and staff, and with parents, governors and members of the local community.
* Motivate and inspire stakeholders to create a strong culture of learning within an inclusive environment.
* Ensure effective financial management, the principles of best value, monitoring, planning and reporting is in place.

LEADING LEARNING AND TEACHING

The Headteacher will

* Set high expectations and challenging targets, demanding ambitious standards for all pupils, and instilling a strong sense of accountability in all staff for the impact of their work on pupils’ outcomes.
* Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils’ well-being.
* Maintain the school’s focus on pupils’ achievement, using assessment information to monitor progress in every child’s learning.
* Monitor, evaluate and review classroom practice and promote improvement strategies, challenging underperformance and ensuring effective corrective action.
* Establish creative, effective approaches to learning and teaching, responsive to the needs of all pupils, including vulnerable groups such as those with Special Educational Needs, English as an Additional Language and Looked After Children so that the learning gap is narrowed.
* Ensure a culture that supports and facilitates pupil engagement in, and ownership of, their own learning, including peer and self-evaluation.
* Monitor and evaluate the effectiveness of the curriculum to ensure it is providing the best opportunity for pupils to enjoy and achieve their potential.
* Establish an educational culture of sharing best practice within and between schools.
* Implement strategies to secure high standards of behavior and attendance, and ensuring effective policies for this are in place.

DEVELOPING SELF AND OTHERS

The Headteacher will

* Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
* Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities and partnerships.
* Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
* Lead by example and create a shared commitment and responsibility to the school through teamwork, distributed leadership and professional reflection.
* Ensure effective planning, co-ordination, support and evaluation, ensuring clear delegation of tasks and devolution of responsibilities.
* Regularly self-evaluate, set personal targets and take responsibility for personal professional development so as to be well equipped to deal with the increasingly complex role of leading a school community.

SYSTEMS, PROCESSES AND RESOURCES

The Headteacher will

* Assist the Governing Body and 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.
* Welcome strong governance and actively support the Governing Body to understand its role and deliver its functions effectively - in particular its functions to set school strategy and enable the governors to hold the Headteacher to account for pupil, staff and financial performance.
* Prepare School Development plans, regular written and verbal reports to Governors and update policies for consideration by the Governing Body.
* In partnership with the Governing Body, set appropriate priorities for expenditure within a balanced budget and ensure efficient financial and administrative controls are maintained through regular monitoring.
* Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils’ achievements and the school’s sustainability.
* Develop and maintain rigorous, transparent systems for the induction, professional development and performance review for all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
* Regularly evaluate the allocation of roles, responsibilities, finance, school site and resources to ensure these underpin the best possible learning environment.
* Provide a safe, calm and well-ordered learning environment for pupils and staff, focused on safeguarding pupils and developing their exemplary behavior in school and in the wider society.

LEADING SCHOOL SELF-IMPROVEMENT

The Headteacher will

* Promote an outward-facing school, developing partnership work with other schools and organisations – in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils.
* Develop effective relationships and actively engage with fellow professionals and colleagues in other public services, including the Local Authority and collaborate and network with the Progressive (non-Orthodox) Jewish Movements and other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of all pupils and their families.
* Shape the current and future quality of the teaching profession through high quality training and sustained professional development opportunities for all staff that feed into both personal development and school improvement.
* Model entrepreneurial and innovative approaches to school improvement, leadership and governance, taking into account feedback from others.
* Work closely with the Governing Body and others to ensure effective school self-evaluation informs school improvement priorities, and respond positively to external inspection and review by the Local Authority, Ofsted and Pikuach (Jewish day schools inspection).
* Inspire and influence others - within and beyond the school -   
  to achieve excellence, ensuring creativity, innovation and the use of appropriate new technologies.
* Promote positive strategies for challenging prejudice and building community cohesion.

AKIVA AS A PROGRESSIVE JEWISH SCHOOL

The Headteacher will

* Demonstrate commitment to the distinctive ethos and values of a Progressive Jewish school within its own and the wider community.
* Demonstrate commitment to Progressive Jewish practices and culture within the school’s day-day running and curriculum.

SAFEGUARDING AND PROMOTING THE WELFARE OF PUPILS

The Headteacher will

* Ensure that all statutory and advisory duties regarding safeguarding are in place and robustly monitored.
* Work with governors and senior colleagues to recruit, induct and develop high-quality staff within safer recruitment guidelines.
* Ensure safeguarding policies and procedures are implemented rigorously and reviewed at regular intervals.
* Ensure that all teaching, support staff and volunteers are fully inducted in school safeguarding procedures.
* Ensure that the Designated Safeguarding Leader is given the appropriate resources to carry out the duties of the role effectively.
* Co-operate and work with relevant agencies to ensure the safety and well-being of children.