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**JOB DESCRIPTION &**

**PERSONAL SPECIFICATION**

**JOB TITLE:** Headteacher

**SALARY:** Group 8 - Leadership Scale 37 - 43 (£114,240 - £131,056)

**CONTRACT TYPE:** Full time

**REPORTING TO:** CEO & Board of Trustees

**RESPONSIBLE FOR:** Aldersley High School & Amethyst Sixth Form

# JOB DESCRIPTION

# Main purpose

The Headteacher will:

* Establish and sustain the school’s ethos and strategic direction together with the Trust Board, CEO, local governing board and through consultation with the school community
* Establish and oversee systems, processes and policies so the school can operate effectively
* Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school’s context
* Make sure these school improvement strategies are effectively implemented
* Monitor progress towards achieving the school’s aims and objectives
* Allocate financial resources appropriately, efficiently and effectively
* Establish the strategic vision and direction of Amethyst Sixth Form

# Qualities

The Headteacher will:

* Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
* Build positive and respectful relationships across the school community
* Serve in the best interests of the school’s pupils
* Serve in the best interests of Amethyst Academies Trust to further the development of the Trust

# Duties and responsibilities

School culture and behaviour

The Headteacher will:

* Create a culture where pupils experience a positive and enriching school life
* Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
* Ensure a culture of staff professionalism
* Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school
* Use consistent and fair approaches to managing behaviour, in line with the school’s behaviour policy
* Contribute positively to the Executive Leadership Team of Trust Headteachers

Teaching, curriculum and assessment

The Headteacher will:

* Establish and sustain high-quality teaching across all subjects and phases, based on evidence
* Ensure teaching is underpinned by subject expertise
* Effectively use formative assessment to inform strategy and decisions
* Ensure the teaching of a broad, structured and coherent knowledge-rich curriculum
* Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities
* Use valid, reliable and proportionate approaches to assessing pupils’ knowledge and understanding of the curriculum
* Ensure the use of evidence-informed approaches to reading so that all pupils are taught to read

Additional and special educational needs (SEN) and disabilities

The Headteacher will:

* Promote a culture and practices that enables all pupils to access the curriculum
* Have ambitious expectations for all pupils with SEN and disabilities including those students based on site from other specialist provisions
* Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
* Make sure the school fulfils statutory duties regarding the [SEND Code of Practice](https://www.gov.uk/government/publications/send-code-of-practice-0-to-25).
* Work closely with Executive Headteacher for SEND and ensure her recommendations are actioned

Managing the school

The Headteacher will:

* Ensure staff and pupils’ safety and welfare through effective approaches to safeguarding, as part of duty of care
* Manage staff well with due attention to workload
* Ensure rigorous approaches to identifying, managing and mitigating risk

Professional development

The Headteacher will:

* Ensure staff have access to appropriate, high standard professional development opportunities
* Keep up to date with developments in education
* Seek training and continuing professional development to meet needs

Governance, accountability and working in partnership

The Headteacher will:

* Understand and welcome the role of effective governance, including accepting responsibility
* Ensure that staff understand their professional responsibilities and are held to account
* Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
* Work successfully with other schools and organisations
* Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils
* Work professionally with the Executive Team and Trust Board

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role as delegated by the CEO.

**PERSONAL SPECIFICATION**

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| **Essential Requirements** | | **Form of Assessment** |
| **QUALIFICATIONS AND EXPERIENCE** | | |
| 1 | Qualified Teacher Status. | Application Form |
| 2 | Further relevant professional/academic study and evidence of continuous  professional development preferably NPQH | Application Form |
| 3 | At least three years of proven strong, successful senior leadership preferably at headship level | Application Form & Interview/Assessment |
| **SHAPING THE FUTURE** | | |
| 4 | The ability to think strategically and take the leading role to develop, build on and communicate a shared vision and strategic plan which inspires and motivates the whole school community. | Application Form & Interview/Assessment |
| 5 | Evidence of successfully implementing, managing and evaluating change in  a collaborative and sensitive way. | Application Form & Interview/Assessment |
| 6 | The ability to build on current strengths and initiatives and ensure a  smooth transition that delivers continuous improvement. | Application Form & Interview/Assessment |
| 7 | A clear understanding of and enthusiasm for current issues in education and evidence of embracing, implementing and embedding new approaches/technologies which are relevant to teaching and learning. | Application Form & Interview/Assessment |

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| **PUPILS AND STAFF** | | |
| 8 | Evidence of raising standards that have impacted positively on pupil attainment and teaching and learning. | Application Form & Interview/Assessment |
| 9 | Significant experience in evaluating and using data to plan and improve pupil performance. | Interview/Assessment |
| 10 | A clear understanding of what makes good and outstanding teaching and the ability to develop a culture where striving for outstanding teaching and learning is central to the school’s work. | Interview/Assessment |
| 11 | A commitment to valuing, supporting and encouraging the professional development of all staff members. | Interview/Assessment |
| **SYSTEMS AND PROCESSES** | | |
| 12 | An understanding of how to create whole community accountability systems and implement them with the support of the leadership team to combine data from a range of sources in order to maximise the achievement of children. | Interview/Assessment |
| 13 | Strong financial planning and management skills, with experience of making effective use of resources including the Pupil Premium. | Interview/Assessment |
| 14 | A clear understanding of and commitment to promoting and safeguarding the welfare of children. | Application Form & Interview/Assessment |
| **STRENGTHENING COMMUNITY** | | |
| 15 | Evidence of building and nurturing a strong, positive and collaborative team culture that enables all staff to carry out their respective roles to the highest standard and for all staff to work effectively together to deliver school improvement. | Application Form & Interview/Assessment |
| 16 | A commitment to building and maintaining effective and positive relationships with parents, carers, governors, the wider community and other schools. | Interview/Assessment |
| **PERSONAL QUALITIES** | | |
| 17 | Can inspire and influence others, within and beyond the school, to believe in the fundamental importance and value of education in young people’s lives. | Interview/Assessment |
| 18 | Excellent communication skills and proven ability to listen to, understand and work effectively with all children, staff, governors and parents. | Application Form & Interview/Assessment |
| 19 | The ability to foster an open, transparent and equitable culture and deal effectively with difficult conversations and conflict at every level. | Application Form & Interview/Assessment |
| 20 | Commitment to uphold the 7 principles of public life (the [Nolan principles](https://www.gov.uk/government/publications/the-7-principles-of-public-life)) at all times | Application Form & Interview/Assessment |
| 21 | A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school | Application Form & Interview/Assessment |
| 22 | Ability to work under pressure and prioritise effectively | Application Form & Interview/Assessment |

# Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: 23/01/24

Next review date: 08/07/24

Line manager’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postholder’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_