



<b>Job Title:</b>	Headteacher
<b>Salary Range:</b>	L11 - L17
<b>Location:</b>	Crofty Multi Academy Trust
<b>Responsible to:</b>	Crofty Board of Trustees, Crofty CEO, Crofty SIO, Local Governing Board
<b>Direct Supervisory Responsibility for:</b>	School Senior Leadership Team, Teaching Staff, Support Staff

<b>Main Purpose of the Job</b>
<p>The core purpose of the Head Teacher is to work as part of Crofty Multi Academy Trust, providing professional leadership and management to the Trust.</p> <p>This role will promote a secure foundation from which to achieve high standards in all areas of the school's work, develop, share and communicate the Trust Vision and encourage a culture of excellence.</p>

<b>Shaping the Future:</b>
<p>The Headteacher will be able to demonstrate the ability to develop a shared vision, which inspires and motivates pupils, staff and all other members of the school community. This vision should include core educational values, moral purpose and be inclusive of all stakeholders' beliefs and values.</p>

<b>Strategic Direction and Development of the School:</b>
<p>To work with the LGB and Crofty Multi Academy Trust's Leadership Team to develop a strategic view for the school in its community and analyse and plan for the future needs and further development of the school within the local, national and international context:</p> <ol style="list-style-type: none"> <li>1. To formulate overall aims and objectives for the school policies for their implementation.</li> <li>2. To create an ethos and provide educational vision and direction which secures effective teaching, successful learning and achievement by pupils and sustained improvement in their spiritual, moral, cultural, mental and physical development and prepare them for the opportunities, responsibilities and experiences of adult life.</li> <li>3. To develop with staff, pupils, parents and governors policies relevant to the needs of the school.</li> <li>4. To implement Crofty MAT's and the LGB's policies on equal opportunities issues, promoting and providing for equal opportunities for all staff and pupils in relation to gender, race, disability and special educational needs.</li> <li>5. Secure the commitment of parents and the wider community to the vision and direction of the school to create and implement a strategic plan, underpinned by sound financial planning, which identifies priorities and targets for ensuring that pupils achieve high standards and make progress, increasing teachers' effectiveness and securing school improvement.</li> <li>6. To ensure that all those involved in the school are committed to its aims, motivated to achieve them and involved in meeting long, medium and short term objectives and targets which secure the educational success of the school.</li> <li>7. To ensure that the management, finance, organisation and administration of the school support its vision</li> </ol>

and aims.

8. To ensure that policies and practices take account of government legislation, national, local and school data and inspection research findings.
9. To monitor, evaluate and review the effects of policies, priorities and targets of the school in practice and take action if necessary.
10. To arrange for a deputy Headteacher or other suitable person to assume responsibility for the discharge of the Headteacher's functions at any time when absent from school.

#### **Leading and Teaching:**

To work with the LGB and Crofty MAT's Leadership Team to secure and sustain effective teaching and learning throughout the school and to monitor and evaluate the quality of teaching and standards of pupils' achievement, using benchmarks and setting targets for improvement.

1. To ensure that all pupils receive a good quality education through a programme designed to promote a stimulating style of learning in a safe & healthy school environment.
2. To ensure a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning.
3. To ensure that learning is at the centre of strategic planning and resource management.
4. To establish creative, responsive, and effective approaches to learning and teaching.
5. To ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
6. To be able to demonstrate and articulate high expectations and set stretching targets for the whole community.
7. To be able to implement strategies which secure high standards of behaviour and attendance
8. To be able to determine, organise and implement a diverse, flexible curriculum and implement an effective assessment framework.
9. To be able to take a strategic role in the development of the new and emerging technologies to enhance and extend the learning experience of pupils.
10. To monitor evaluate and review classroom practice and promote improvement strategies to ensure that underperformance is challenged at all levels and ensure effective corrective action and follow up is undertaken.
11. To fulfil the Headteacher's duty under the 1988 Education Reform Act in relation to the National Curriculum and Religious Education.
12. To make appropriate arrangements for a daily act of collective worship in accordance with the 1988 Act.

#### **Leading and Managing Staff:**

To lead, motivate, support, challenge and develop staff to secure improvement:

1. To participate in the selection and appointment of teaching and non-teaching staff of the school.
2. To maximise the contribution of staff to improve the quality of education provided and standards achieved and ensure that constructive working relationships are formed between staff and pupils.
3. To plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities in a manner consistent with their conditions of service, ensuring a reasonable balance for teacher and other members of staff, in work carried out in school and work carried out elsewhere and helping to maintain a reasonable work life balance.
4. To implement and sustain effective systems for the management of staff performance, incorporating appraisal and targets for teachers, including targets relating to pupils' achievement.
5. To assess whether a teacher at the school who requests an assessment has passed the threshold, subject

to the approval of the assessment arrangements by an assessor, and where requested to do so providing assistance to an assessor in relation to threshold assessments at the school.

6. To participate in arrangements for Headteacher performance management.
7. To ensure that trainees and newly qualified teachers are appropriately trained, monitored, supported and assessed.

#### **Efficient and Effective Deployment of Staff and Resources:**

To deploy people and resources efficiently and effectively to meet specific objectives in line with the school's strategic plan and financial context:

1. To allocate, control and account for those financial and material resources of the school which are delegated to the Headteacher by effectively managing the school budget and material resources.
2. To work with governors and senior colleagues to recruit staff of the highest quality.
3. To work with senior colleagues to deploy and develop all staff effectively in order to improve the quality of education provided.
4. To advise the LGB and implement decisions in relation to staffing.
5. To advise the LGB on the adoption of effective procedures to deal with the competence and capacity of staff.
6. To advise the LGB on appropriate priorities for expenditure, allocate funds and to ensure effective administration and control.
7. To manage and organise accommodation efficiently and effectively, to ensure that it meets the needs of the curriculum and health and safety regulations.
8. To make arrangements, if so required, for the security and effective supervision of the school buildings, contents and grounds, ensuring that any lack of maintenance is reported to the MAT Estates Manager.
9. To undertake responsibilities as defined in the MAT's Health and Safety Policy and to be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and to raise any concerns relating to such procedures which may be noted during the course of duty.
10. To ensure that appropriate risk assessments are undertaken before sanctioning and participation in any potentially hazardous activity.
11. To manage, monitor and review the range, quality, quantity and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money.
12. To ensure that staff attend training and development activities which increase their knowledge, understanding and effectiveness.

#### **Accountability:**

To be accountable for the efficiency and effectiveness of the school to the Trust board, LGB, pupils, parents, staff, local employers and the community:

1. To liaise and co-operate with the MAT's school improvement officer, Headteachers and senior leaders in the evaluation, monitoring and inspection of the school.
2. To provide information, objective advice, and support to the LGB to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement and for achieving efficiency and value for money.
3. To report to the LGB and Trust Board on the discharge of the Headteacher's functions and the affairs of the school.
4. To create and develop an organisation in which all governors and staff recognise that they are

accountable for the success of the school.

5. To present a coherent and accurate account of the school's performance in a form appropriate to a range of audiences, including parents, governors, the Trust board, the local community, Ofsted, and others, to enable them to play their part effectively.
6. To ensure that parents and pupils are well-informed about the curriculum, attainment and progress and about the contribution that they can make to achieving the school's targets for improvement.
7. To report to the governors annually on the performance management of teachers at the school in relation to the School Teachers Pay and Conditions Document.
8. To provide information about the work and performance of staff where it is relevant to their future employment.

#### **Strengthening Community:**

1. To be able to build a school culture and curriculum which takes account of the richness and diversity of the school's communities.
2. To create and promote positive strategies for challenging racial and other prejudice and dealing with racial harassment.
3. To ensure learning experiences for pupils are linked into and integrated with the wider community
4. To ensure a range of community-based learning experiences.
5. To work in partnership with other agencies in providing for physical, academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
6. To seek opportunities to invite parents and carers, community figures, business or other organisations into the school to enhance and enrich the school and its value to the wider community.
7. To be able to contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
8. To co-operate and work with relevant agencies to protect children.
9. To ensure that the school promotes effective links with the local community and continues the development of close liaison with other local primary & secondary schools.
10. To ensure that the school offers appropriate extended services.

#### **Pupil Care:**

1. To arrange for effective induction of pupils entering school and transferring to secondary school.
2. To determine, organize and implement, in concert with other appropriate persons or bodies, a policy for the personal, social development of pupils including pastoral care and guidance.
3. To determine and arrange means to promote among pupils self-discipline and a proper regard for authority; to encourage good behaviour and seek to secure acceptable standards of conduct at all times when pupils are on school premises or under school direction while out of school.
4. To handle individual disciplinary cases, including power to exclude pupils in accordance with provisions of the latest legislation.

#### **General / other:**

- To ensure that pupils' needs are prioritised and to have a clear sight of how this role impacts on the School's and the Crofty Multi Academy Trust's pupils at all times
- To act as a Crofty Multi Academy Trust team member and provide support and cover for other staff where needs arise, inclusive of occasional work at other sites within a reasonable travel distance.
- To be aware of and adhere to all Trust policies and procedures.
- To be responsible for your own continuing self-development and attend meetings as appropriate

- To undertake other duties appropriate to the post as required

**Special Conditions related to the post:**

- *Physical fitness*
- *Able to work unsociable hours*
- *Key holder*