



Job Description

Job Title: Headteacher

Responsible to: CEO, The Governing Body and Board of Trustees

Purpose of the Role:

This role's core purpose is to provide professional, authentic and inspirational leadership of the school that will ensure that students achieve highly, participate fully and decide wisely. To achieve success, the Headteacher will:

- Work closely with staff and Governors, Trustees and the CEO to provide a shared strategic plan that inspires and motivates students, parents and staff as well as wider members of the community.
- Develop vision, leadership and direction, focusing on excellence and high expectations.
- Sustain collaborative engagement with staff. Identify priorities and manage change, seeking ways of developing structures based on rigorous self-evaluation.
- Embed strategic planning with a focus on the impact of provision and outcomes.
- Ensure outstanding teaching and learning.
- Deploy resources to achieve the school's aims according to best value principles.
- Ensure effective deployment of staff to facilitate effective day-to-day management and administration.
- Develop and sustain excellent working relationships with external partners for the benefit of the school and the wider educational community.
- Ensure a safe and engaging learning and working environment.

Strategic Direction and Shaping the Future:

- Work with the CEO, Trustees, Governing Body and key stakeholders to ensure the trust and school's vision is clearly articulated, shared, understood and acted upon effectively by all.
- Work within the school community to translate the school's vision into agreed objectives that promote and sustain school improvement.
- Demonstrate the trust and schools' values in everyday work and practice.
- Motivate and work with others to create a shared culture and positive environment.
- Ensure strategic planning takes account of the diversity, values and experience of the school and community.

Leading and Managing the Organisation

- Create an organisational structure that reflects the trust and school's values and enables management processes to work effectively in line with legal requirements.



- Produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities to attain high levels of success.
- Ensure that the culture, policies and practices take account of national and local circumstances, trust policies and initiatives.
- Manage the schools financial resources effectively and efficiently to achieve educational goals and priorities.
- Recruit, retain and deploy staff appropriately to achieve the trust and school's vision and goals.
- Implement successful performance management processes with all teaching and support staff.
- Manage the school environment efficiently and effectively to ensure it meets the needs of the curriculum along with health and safety regulations.
- Ensure the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money.

Leading Teaching and Learning

- Ensure a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning.
- Ensure that learning is at the centre of strategic planning and resource management.
- Create a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
- Articulate high expectations and set stretching targets for the whole school.
- Implement strategies that secure high standards of behaviour and attendance.
- Determine and implement an appropriate curriculum and monitor through an effective assessment framework.
- Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils.
- Monitor, evaluate and review classroom practice and promote improvement strategies.

Developing and Managing People

- Regularly self-assess, set personal targets and take responsibility for own personal development.
- Develop and maintain effective strategies and procedures for staff induction, professional development and performance reviews.
- Treat all people equitably and with care, dignity and respect to create and maintain a positive school culture and good staff morale.
- Ensure clear delegation of tasks and responsibilities, so that teams and individuals undertake effective planning, allocation, support and evaluation of work.
- Acknowledge responsibilities and celebrate achievements of teams and individuals.
- Build a collaborative learning culture within the school and actively engage with other schools to build effective learning communities.
- Manage own workload and that of others to allow an appropriate work/life balance.



Securing Accountability

- Fulfil commitments of contractual accountability to the Governing Body and Trust Board and ensure that the schools' legal and statutory responsibilities are met.
- Work with the CEO, Trustees and Governing Body to ensure it is provided with information, objective advice and support, to enable it to meet its responsibilities.
- Develop a school ethos that enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Ensure individual staff accountabilities are clearly defined, understood, agreed and subject to rigorous review.
- Develop and present a coherent and accurate account of the schools performance to a range of audiences, including governors, parents and carers.

Strengthening Community

- Build a school culture and curriculum, which take into account the richness and diversity of the schools community.
- Ensure learning experiences for pupils are integrated with the wider community and that some of these are community based.
- Collaborate with other organisations and agencies to promote the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
- Create and maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development.
- Seek opportunities to invite parents and carers, community figures, businesses or other organisations into the school to enrich the school and its value to the wider community.
- Cooperate and work with relevant agencies to protect children.

Requirements

- The Headteacher will carry out his/her professional duties in accordance with current education and employment legislation.
- The Headteacher is accountable to the CEO, Trustees and Governing Body for the standards achieved and the conduct, management and administration of the school within the prescribed legal framework.
- The Headteacher must abide by the National standards of excellence for headteachers
- This job description is subject to annual review.

