Job Description – Headteacher

Responsible to: the Chief Executive Officer

Purpose and scope:

- The Headteacher will come from a successful school leadership position with the ability to inspire and empower others.
- The Headteacher is responsible for the overall leadership and management of the school and will work collaboratively with the Directors of Education and the Executive Leadership Team.
- The Headteacher is responsible for strategising their vision for the school, ensuring Waveney Valley Academies Trust's ethos, which is focussed on achieving the best possible outcomes for the children and young people.

Responsibilities:

1. **Overall**
    - To provide strategic leadership and direction to the Senior Leadership Team (SLT) and colleagues ensuring the vision agreed by the school and Trust.
    - To create an environment within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.

2. **Strategic**
    - As part of the Executive Leadership Team formulate, develop and implement strategic decisions.
    - Take responsibility for key documents such as the school's long-term strategic plan, self-evaluation form and school development/improvement plan.
    - Develop and maintain effective relationships with the community/key partners/stakeholders.

3. **Leadership and Management**
    - Be an inspirational leader, committed to the highest achievement in all areas and develop an ethos of continuous improvement.
    - Lead and manage all school operations through the agreed organisational structure and Scheme of Delegation, and through the development, implementation and review of policies.
    - Ensure that the school's management and organisational structures are fit for purpose and support continuous improvement.

4. **Teaching and Learning/School Improvement**
    - Be accountable for all aspects of teaching and learning and standards within the school, setting high professional expectations and ensuring the vision is understood and embraced.
    - Be responsible for developing and leading the framework and systems for school improvement, providing quality assurance and accountability.
    - To support a robust staff performance management process, encouraging all staff to engage in continued professional development for their own benefit and to support student outcomes.

5. **Resources/Change Management**
    - Ensure that the learning environments, resources and facilities are best used to enable children to succeed.
    - Be responsible for meeting the demands of changing legislation, practice and new initiatives.
    - Work with the Trust Central Team to manage change as required.

6. **Finance**
    - To ensure that the school's financial viability is secure, working with the central Trust team to manage budgets.
    - Work closely with the Chief Operating Officer and Finance Director to ensure long-term financial sustainability, by establishing and confirming the effective monitoring of proper financial systems.
    - Ensure that the Trust's financial policies and procedures are complied with in all respects at all times.

7. **Safeguarding and Compliance**
    - Ensure that the school meets its safeguarding responsibilities in line with current legislation.
    - Ensure appropriate reporting procedures are followed in line with the Scheme of Delegation, Trust policy and operational structure.
    - Ensure that the school meets legislative and statutory requirements, including the effective capture of all data.
    - Working closely with the Central Team, ensure proactive, robust and appropriate risk mitigation and management for the school and Trust.

Other duties:

- Be aware of and comply with all Trust policies and procedures, including but not limited to, child protection, equal opportunities, health and safety, security, confidentiality and data protection.

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- Undertake performance management, training and other professional opportunities.
- The current main duties and responsibilities of this post are outlined in this job description. The list is not intended to be exhaustive.
- The post holder will deal with changing and conflicting deadlines and frequent interruptions to work.
- The need for flexibility, shared accountability and team working is required.
- The post holder will be based at their school site, however will be expected to travel to, and work from/attend meetings at, other sites as required including, but not limited to, all the schools within the Trust.
- The post holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

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