**Castlefields Primary School**

**Job Description – Headteacher**

**Headteacher Group 2: FTE (permanent)**

**Line management:** Executive Headteacher / CEO for the Trust.

Above all things we require our Headteacher to believe in the fundamental importance of education in young people’s lives and to promote this value within a caring school. Their overarching responsibility is to provide a high quality, enjoyable education for our pupils within a caring ethos.

The Headteacher has delegated responsibility for the day-to-day running of the School.

* This includes responsibility for the education of all pupils, and the quality and effectiveness of that work.
* The Headteacher is responsible for: employment matters, work and wellbeing of our team of staff, management of the school budget and resources, buildings / assets, Health and Safety and compliance matters. These areas are all supported and guided by central Trust services.

The post holder is required to meet the relevant standards required for the role, such as the DFE: National Standards of Excellence for Headteachers 2015and, where relevant, to adjust their work in line with other future changes to expectations and or regulations.

**Qualities, Knowledge and Vision:**

* Communicate, articulate, sustain and enhance the School’s clear values and moral purpose providing a first-class education for our pupils, ensuring staff and pupils are empowered to excel.
* Lead the School in the pupils’ best interests, bearing in mind their needs as individuals.
* Provide vision for the future of the School, having regard to opportunities and risks that might arise, drawing on the support and guidance of the LGB and Trust as appropriate.
* Demonstrate optimistic personal behaviour and positive relationships and attitudes towards all.
* Lead by example with integrity, creativity, resilience and clarity, drawing on the resources and expertise of others.
* Pursue continuous professional development by sustaining strong knowledge about all educational matters including schooling, curriculum, innovations and local, national and international developments.
* Use a deep and accurate knowledge of the school to report strengths and weaknesses to the Trust and to Governors.
* Use a wide range of quantitative and qualitative approaches, including data and research to know the school well and drive improvements.
* Work with the Trust to draw up Strategic Objectives. Develop and implement the School Improvement Plan to meet those priorities and others identified and report on this progress regularly to governors.
* Lead the school building a strong cooperative team, maximising available resources, to develop the school and the school improvement priorities.
* Build on the School’s local reputation for excellence and a caring, inclusive ethos, regardless of background, culture, religion etc.
* Cherish, protect and nurture our School’s special culture, while ensuring that the school continues to evolve to be highly effective and fit for purpose into the future.

**Educational Leadership, Self-improving School**

* As educational leader of the School, provide encouragement, guidance and direction to all aspects of schooling including extra-curricular, ensuring that the pupils receive an inspiring high-quality education.
* Encourage and inspire pupils to participate and engage with the life of our school and to fulfil their potential.
* Be ambitious for our pupils, overcoming disadvantage and ensuring equality.
* Encourage and inspire all staff - teaching and non-teaching - to fulfil their potential, with high quality training and sustained professional development for all staff.
* Inspire staff to continually strive to improve their work and to share responsibility and accountability for maintaining the highest possible standards throughout the School.
* Manage staff performance in line with Trust policies addressing any underperformance, holding staff to account and supporting staff to improve and share expertise.
* Inspire and encourage staff to support and develop each other’s practice.
* Distribute leadership throughout the school making sure there is wisdom, clarity and fairness over roles and responsibilities and that leaders are both supported and held to account fairly.
* Secure excellent teaching through using a strong knowledge of pedagogy and practice.

**Pupils, Staff and Working with others:**

* Provide a safe, inclusive, calm, caring and well-ordered environment for the pupils and staff, ensuring that the culture of safeguarding permeates the school.
* Ensure the personal development and welfare of pupils, understanding that these aspects of the school are a part of our wide educational remit.
* Lead by example, understanding the importance of being a role model for others and being visible and open for communication within School, taking a genuine interest in the individuals in our school community and striving for them to flourish.
* Welcome strong governance, actively working with the LGB and Trust enabling them to deliver their defined functions effectively.
* Learn from and contribute to the development of other senior leaders in the Trust, and actively support the development of other schools in the Trust.
* Ensure communication processes and methods are fit for purpose and facilitate the effectiveness of our school
* Be outward facing in working with the Trust, other schools and organisations, maintaining warm and effective relationships and good communications with our parents and relevant members of the wider community.

**Business & Finance and compliance**

* Work with financial and political astuteness, steering the work of the school towards common goals in line with the school’s vision and the needs of pupils.
* Ensure the schools systems and processes are well considered, efficient and effective, including upholding transparency, integrity and probity, complying with Trust regulations and national standards (eg Financial Handbook).
* Ensure the continued financial well-being of the School, using the support of the Trust finance team and under the structures and systems that are in place, including the preparation and effective administration of the School budget.
* Manage and maintain, with the assistance of the Trust, the School estate and assets.
* Appoint, induct and train the best staff that can be found, so as to ensure that our students have the best possible experience in their education here.
* Ensuring strategic, curriculum / learning led financial planning in the best interests of pupils and the school’s effectiveness and sustainability.
* Ensure equitable deployment of resources (including human resources) and that Trust policies for HR and related areas are followed.

As a Headteacher employed by a Trust, the postholder will be part of a senior group of Trust employees. This group is led by the Executive Headteacher / CEO who will coordinate and direct some aspects of work by Headteachers as required. This is a team of like-minded professionals who are open and supportive of each other’s work, including at times working in each other’s schools.

Any other duties that the Governing Body/ Board of Trustees feel is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

**Standard Employment matters:**

**The post is subject to:**

The terms and conditions for teachers as set out in the School Teachers’ Pay and Conditions Document 2019; the other terms and conditions set out in the various national collective agreements in force from time to time; the Trust’s terms and conditions including any local agreement entered into with the Trusts’ forum (including recognised trade unions); the conditions set out in the Job Description and in the letter of appointment.

**Salary and Pension:**

The salary for this post is Headteacher Group 2 but the range within this will be set on appointment. The post is pensionable in accordance with the Teachers’ Pension regulations, and relevant contributions will therefore be automatically deducted from the post holder’s salary other than where or until such time that the Academy/Trust receives notification that they have elected to opt out of the Scheme. More information can be found online by visiting [www.teacherspensions.co.uk](http://www.teacherspensions.co.uk)

**Safer Recruitment Statement**

Our Trust is committed to safeguarding and promoting the welfare of children and young people within all trust schools. The Trust complies with the statutory legislative requirements and guidance that seeks to protect children in accordance with statutory guidance including ‘Keeping Children Safe in Education Guidance’ (September 2019). In order to meet this responsibility, this includes a rigorous recruitment and selection process to discourage and screen out unsuitable applicants. Trust Job descriptions and persons specifications make reference to safeguarding and child protection and that all posts are subject to a Disclosure and Barring Service certificate (DBS). All advertisements include our safeguarding statement and commitment.

**Interview and appointment**

Shortlisted candidates will take part in an in-depth interview and selection process. Candidates called for interview should bring with them a form of identification e.g. driver’s licence or passport. Any offer of appointment will be subject to satisfying any arising safeguarding matters at interview and also formal pre-employment checks. All checks will be made in the strictest confidence and used solely for the purpose of considering applications for the post. A Disclosure and Barring Service Enhances Certificate (DBS) with Barred List Check will be required for all appointed posts. The Trust will carry out other appropriate pre-employment checks. These include: Qualifications and Status e.g. QTS, Prohibition check, EEA check, Section 128 Directive check and Disqualification under the Childcare Act 2006 check. A Fitness to work declaration will be required following appointment to ensure that a candidate has the health and physical capacity for the job. Further identity checks to determine identity and proof of eligibility to work in the UK**.**  Inclusion on the Trust/school’s Single Central Record (SCR)

**Probation and Mobility**

New staff may be subject to the probation procedure for a period of six months, according to Trust Policy. The probation period, where applied, is to enable the assessment of an employee’s suitability for the job for which they have been employed which includes the monitor and review of the performance of new staff in relation to duties, skills, qualifications and experience outlined in the job description and person specification. This will also include an employee’s suitability to work with children and young people and their commitment to safeguarding and child protection.

Our Trust’s Mobility Guidance applies to new staff which specifies how and when staff may be deployed to work in another Trust school. This policy specifies how deployment across schools operates, for promotion, staff development, secondment or redeployment. A copy of this Guidance is available on request.

**Equal Opportunities**

Our Trust recognises the value of, and seeks to achieve, a diverse workforce which includes people from all backgrounds. TrustEd Schools’ Partnership takes positive steps to create an employment culture in which people feel confident of being treated with fairness, dignity and tolerance irrespective of their individual differences. This commitment extends beyond the relationship between and conduct of employees and potential employees, to the whole community. TrustEd is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.

**General Data Protection Regulation**

Our Trust is committed to ensuring that all employees privacy is protected. By signing a contract of employment, you will agree for TrustEd, and/or agents appointed by the Trust, to process your personal data, including “sensitive personal data” as defined in the General Data Protection Regulation (GDPR), for the purposes of the operation, management, security and/ or administration, as well as, complying with applicable laws, regulations and procedures. The information you provide (except Equality Monitoring Information) may be shared with partner organisations that provide services to our Trust.A full list of these organisations is available upon request.

**Further Information for Applicants**

Any canvassing in respect of this selection process will disqualify the applicant. The appointment may be terminated upon three months’ written notice by either side taking effect on 30 April or 31 December, or upon four months’ written notice by either side taking effect from 31 August, except in the case of dismissal for misconduct or any other cause