



## Job Description

### Headteacher

The Headteacher of Debenham High School (a Church of England High Performing Academy) will work with Trustees, Governing Body, staff, parents, students, local authority and wider community, to provide professional leadership, vision and direction for the Academy. The Headteacher will further develop a culture that promotes excellence, equality and high expectations for all within the strong Christian ethos upheld by the school.

The Headteacher shall carry out the professional duties of a Headteacher as described in the School Teachers' Pay and Conditions Document 2019.

In particular, the Headteacher shall:

#### 1. Strategic Leadership

- Build on the vision set out by the Trustees and Governors by engaging with students, parents and community stakeholders to generate enthusiasm and support for the school
- Ensure the agreed vision and strategic direction is understood and acted upon by all stakeholders
- Devise, develop and implement a Strategic Plan for the further development of the school
- Develop models of education that raise student achievement and aspiration and provide first class opportunities for students
- Work with Trustees, Governors, staff, students and families to implement the school's vision and strategic direction and inspire success
- Challenge, motivate and empower staff and students to attain ambitious outcomes
- Encourage innovation to support successful ways of working and learning
- Ensure school-wide priorities are consistently and effectively implemented
- Develop, implement and review the school's policies appropriate to the delegated areas of responsibility
- Ensure the maintenance of an environment that befits the high standards set and continue to seek out opportunities to secure funding that improves and enhances the site and its facilities

## **2. Leading Learning and Teaching**

- Be an excellent role model, exemplifying a high standard of teaching and promoting high expectations for all members of the school community
- Ensure a broad, balanced, challenging and relevant curriculum for all students, which builds upon KS2 and prepares all pupils for post-16 education and life beyond Debenham High School
- Ensure that assessment is a meaningful part of learning and that processes in place to assess students' learning have value and are not overly burdensome upon staff workload
- Develop and review systems to ensure robust evaluation of school performance, progress data and actions to secure improvements and sustain the standards of a high performing school
- Lead the processes involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school, including lesson observations to ensure consistency and quality

## **3. Raising aspiration, securing progression and promoting wellbeing**

- Further develop the ethic of hard work, commitment to learning and personal integrity
- Ensure that there is an effective system of pastoral care and Information, Advice and Guidance that maximises personalisation to support every student to achieve his/her potential
- Ensure that the holistic wellbeing of students is integral to their development and success
- Maintain an ethos based on Christian values within which students and staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
- Use assessment data to set and meet challenging targets for individual students, subject areas and the school as a whole
- Challenge and consider educational beliefs in the best interests of achieving excellence, harnessing the findings of well-evidenced research to frame a self-regulating and self-improving school
- Develop an inclusive and supportive approach so that the school is a place where all young people feel welcome and have their needs met
- Develop a model of student involvement that ensures the effective student engagement in and contribution to the success of the school

## **4. Developing Self and Working with Others**

- Attract and retain high quality staff
- Foster a culture in which everyone within the school feels able to make a constructive contribution to the life and work of the school
- Maintain and develop a culture of personal responsibility that recognises excellence and supports appropriate strategies to deal with under performance
- Motivate and enable all staff to carry out their roles to the highest standard through high quality continuing professional development based on assessment of needs
- Ensure a high standard of professional development for all staff and for self
- Promote teamwork and motivate staff to ensure constructive working relationships
- Ensure that staff wellbeing is considered a factor in ensuring the best possible outcomes for students

- Work closely with pyramid primary schools to help them develop a strong culture of achievement and success
- Ensure that the Teaching School places the school at the heart of CPD, ITT and STSS locally
- Ensure that trainee and newly qualified teachers are appropriately trained, monitored, supported and assessed in relation to the standards for QTS and Induction
- Through the Teaching School, or otherwise, provide development opportunities for staff that takes them beyond Debenham High School and ensures that the school remains outward facing, embracing innovative and successful work in other schools and contexts.
- Maintain and continue to develop a positive relationship with the local authority and other appropriate agencies
- Maintain and continue to develop close links with the Diocese of St Edmundsbury and Ipswich and with the wider family of Church of England schools

## **5. Leading and Managing the Organisation**

- Be an inspirational leader with a proven record working in a secondary setting
- Have vision, enthusiasm and creativity
- Lead by example and be personally visible and committed to the values of the school
- Develop and lead a dynamic and innovative senior leadership team
- Develop a leadership profile within the wider community to deliver the school's broad vision
- Effectively deploy the required level of staff to realise the school's vision
- Implement a robust and fair performance management framework for all staff
- Ensure the school's environment is of as high a standard as possible
- Ensure effective use of human, financial, technological and other resources
- Ensure the school meets all legal, safeguarding and health and safety requirements

## **6. Securing Accountability**

- Work with Trustees and Governors to enable them to meet their responsibilities
- Ensure all staff have clearly defined responsibilities and accountabilities
- Build on existing robust managerial and accounting procedures that ensure the school can operate successfully as a business
- Secure robust self evaluation and quality assurance procedures
- Ensure the financial stability of the school, now and in the future, through short, medium and long-term financial planning and decision-making
- Establish mechanisms for reporting to all key stakeholders at agreed intervals

## **7. Other**

- Any other reasonable duties as directed by the Governors or Trustees.