



Job Description	
Job Title:	Headteacher
Department/Group:	Senior Leadership Team (SLT)
Hours of work:	Full Time
<p>Earlsmead Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p> <p>This post is subject to the contract of employment between the teacher and the Trustees of Tithe Academy and the provisions in the General Guidance on Job Description/Conditions of Service of Teachers as included in the document on Teachers' Pay and Conditions.</p> <ol style="list-style-type: none">1. To be accountable for ensuring the educational success of Earlsmead Primary School within the framework set by Tithe Academy and the Chief Executive Officer.2. To be responsible for ensuring the effective strategic and day to day operation of Earlsmead Primary School, including safeguarding, the curriculum, teaching and learning, and pupil progress and achievement.3. To be responsible for the budget and staffing within the framework set by Tithe Academy and the Chief Executive Officer.4. To set a high-quality example of teaching, organisation, and classroom management, demonstrating inspirational classroom practice to teaching staff.5. To lead school staff in formulating and evaluating the impact of the School Improvement Plan.6. To lead the school community in the modelling of the school vision, ethos and aims.7. To promote the school within the local community, implementing positive marketing and pupil recruitment strategies.	
Main purpose:	
<ol style="list-style-type: none">1. To be responsible for improving the quality of teaching across the school.2. To drive improvements in children's progress rates throughout the school.3. To lead in the planning of teaching groups and staff deployment.4. To monitor and evaluate the teaching of the curriculum.5. To ensure consistent and accurate records are maintained throughout the school and statutory and school policies and requirements are met.6. To provide guidance and support to other members of staff in implementing curriculum plans, both by means of meetings and by working alongside individual teachers.7. To establish positive relationships with pupils grounded in mutual respect.8. To formulate the aims and objectives of the school and provide overall strategic leadership.9. To establish policies for achieving aims and objectives.10. To manage staff and resources across the school.11. To lead by example and model best practice regarding professional conduct, workload and personal development.12. To ensure the overall success of the school leading to achievements of the highest expectations.	



Specific Responsibilities:
<p>Qualities and knowledge</p> <ol style="list-style-type: none">1. To lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils.2. To build positive relationships with all members of the school community and show positive attitudes to them.3. To keep up to date with developments in education, and have good knowledge of systems locally, nationally, and globally, as well as an excellent knowledge of the Ofsted framework.4. To work with political and financial intelligence, translating policy into the school's context.5. To communicate the school's vision compellingly and drive strategic leadership.6. To seek training and continuing professional development to meet own needs.
Teaching and Learning:
<p>In addition to the above, the Headteacher is required to undertake the following responsibilities.</p> <p>Teaching and Learning:</p> <ol style="list-style-type: none">1. To lead the continuing development of a curriculum that is innovative and stimulating, and which will engage all pupils so that they are encouraged to work to the best of their ability.2. To implement a clear system of classroom observation and book scrutiny to inform school evaluation.3. To recommend challenging and aspirational performance targets that reflect the highest expectations of pupils and staff.4. To use strategies, in liaison with wider staff, to encourage pupils to achieve learning goals.5. To maintain an overview of pupils' pastoral needs / progress / achievements, working with school staff to maximise pupil outcomes and success.6. To implement strategies that secure high standards of attendance and behaviour with a clear focus on safeguarding.7. To ensure excellent teaching across the school, including through training and development for staff, and using data and benchmarks to monitor progress and inform strategies.8. To establish a culture of 'open classrooms' as a basis for sharing best practice.9. To meet regularly with teachers to ensure robust lesson planning and evaluation, leading and supporting with the creating and maintaining of an inspirational learning environment. <p>Pupils:</p> <ol style="list-style-type: none">1. Ensure that the ethos of the school, in terms of the highest standards of physical and emotional wellbeing for all children, is maintained.2. To provide and implement a broad and balanced curriculum for pupils that promotes good behaviour and safety as well as their emotional and physical wellbeing.3. Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes.



Continuing Professional Development:

1. To support the implementation of high quality and relevant professional development within the school.
2. To lead the Performance Appraisal of staff to inform the individual CPD plans.
3. To identify emerging talents, coaching current and aspiring leaders.

Strategic Leadership:

1. As the leader of the Strategic Leadership Team you will contribute to the policy and strategic improvement of the school.
2. To lead the management of the school efficiently and effectively on a day-to-day basis.
3. To play a key role in the school's pastoral system, supporting staff, pupils, and parents when necessary.
4. To lead in facilitating effective communication within the school and the community and sustain the personal motivation of staff.
5. To lead the school in promoting a positive environment, promoting the positive wellbeing of staff and the whole school community.
6. To contribute to the strategic leadership of the Trust by working with the CEO, CFO, and Central Service teams.

Stakeholders:

1. To lead, coach and mentor staff to support improvement.
2. To develop and maintain good relationships with parents and the local community.
3. To seek opportunities to listen to and reflect on parental and community feedback.
4. To develop links with Governors, Inspectors, Advisers, and other relevant external agencies.
5. To support the work and development of the Parents Association.
6. To attend meetings as appropriate with the Governing Body and parents and to provide such reports and information as required.

Support for the Curriculum:

1. To ensure that accurate, regular assessment (in accordance with school policy) is carried out and that assessments inform future planning.
2. To take part in and promote staff participation in training activities offered by the school, the Trust, and other external providers.

Systems and Processes:

1. To ensure that the school's systems, organisation, and processes are well considered, efficient and fit for purpose.
2. To take overall responsibility for safeguarding and child protection provision, including ensuring up to date DBS vetting of all staff working within the school community.
3. To work with other stakeholders including other Trust staff (e.g. Trust Operations Manager and Site Supervisor) to ensure that the school's Health & Safety protocols remain relevant and robust.
4. To work with other Trust leaders in maintaining robust HR and Finance processes.



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<ol style="list-style-type: none">5. To provide a safe, calm, and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour.6. To implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve, and valuing excellent practice.7. To welcome and work with governance groups as appropriate, providing the information needed to govern effectively.8. To support strategic, curriculum-led financial planning to ensure effective use of budgets and resources.9. To support distribution of leadership throughout the school.	
Contribution to the whole life of the School:	
<ol style="list-style-type: none">1. Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.2. Be aware of and support difference and ensure all pupils and staff have equal access to opportunities to learn and develop.3. Appreciate and support the role of other professionals.4. Attend relevant meetings, including parent consultation and prospective parents' evenings, as required.5. Participate in training and other learning activities and Performance Appraisal as required.6. Assist with the supervision of pupils out of lesson times e.g. clubs, extra-curricular activities.7. Contribute to the overall ethos of the school and Multi Academy Trust.8. As a leader in our community, to set appropriate standards of dress, language, and behaviour.9. To make a significant contribution to the wider life of the school.	
Additional Duties:	
<p>Key tasks will be negotiated on an annual basis and will be incorporated into the School Improvement Plan. Termly targets and a timeframe for achievement will be negotiated at the beginning of each new term. The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other relevant duties as directed by the CEO as may be reasonably expected.</p>	
Line Management:	
<p>The Headteacher will be line managed by the CEO. The Headteacher will line manage all staff.</p>	
Last Updated:	August 27, 2021