

VYNERS SCHOOL



HEADTEACHER

Job Description

Salary	L30 – L36
Responsible to	The Governing Body of Vyners School Academy Trust

Job Purpose

- To shape the future direction of Vyners to ensure that outcomes for all are well above what is expected
- To lead and manage achievement by ensuring outstanding teaching and learning alongside exemplary behaviour
- To lead, manage and develop staff ensuring that Vyners has a highly trained and committed workforce
- To lead and manage the curriculum to ensure it is flexible and fit for purpose whilst meeting the student needs as well as being challenging and fun for all
- To lead and manage the school so that resources are used wisely, everyone is safe and judgements made are professional and well informed
- To strengthen further our relationship with parents/carers, other heads and the local community to ensure continued confidence in Vyners
- To remain accountable to the Directors and Local Governing Body for all outcomes of the school
- To lead the expansion of the school
- To lead the school to being one of national repute
- To support the development of the Multi Academy Trust

Key Performance Areas

In a time of rapid change, job descriptions cannot be prescriptive. It may be that some alteration is necessary as circumstances change and new needs arise.

The Headteacher will carry out his or her professional duties in accordance with, and subject to, the National Conditions of Employment for Headteachers and Education and Employment legislation. You will also be required to carry out your duties in accordance with the School Teachers' Pay and Conditions document.

In addition, you will have the following specific responsibilities:

1. Shaping the Future

- 1.1. To maintain the school ethos whilst working with stakeholders to build and secure a vision for the future which is built on relentless ambition for the highest levels of achievement, progress and happiness for all students
- 1.2. To continue to develop the school culture ensuring it remains aspirational for all whilst supporting and challenging both students and staff
- 1.3. To translate the vision into a strategic plan and associated school development and improvement plan which puts student achievement and learning as the key priority and ensures this is communicated to stakeholders with all staff engaged in its implementation
- 1.4. To inspire, challenge, motivate and empower others to take forward our vision for the future

2. Leadership and management of student achievement through teaching, learning and behaviour

- 2.1. To be an excellent classroom practitioner by modelling and demonstrating an unrelenting focus on the learning and teaching process
- 2.2. To embed and keep under review the learning and teaching strategy
- 2.3. To demonstrate and articulate high expectations and stretching targets for all students, departments and the whole school
- 2.4. To ensure a consistent and continuous focus on raising achievement, underpinning this with accurate assessment data and benchmarks to monitor the progress of individuals as well as departments and the whole school
- 2.5. To acknowledge and share excellent and outstanding practice as well as challenge performance that is unacceptable
- 2.6. To continue to focus on raising the number of lessons judged to be outstanding in teaching, learning and progress
- 2.7. To keep the behaviour and learning policy under review with the aim of the school community demonstrating exemplary behaviour at all times both inside and outside the school
- 2.8. To remain focused on attendance in order to ensure that every child is in school and arrives on time unless they are genuinely ill or have permission to be educated elsewhere

3. Leadership, management and development of staff

- 3.1. To recruit and retain the highest calibre of staff as measured by academic excellence, teaching ability, and commitment to the ethos and values of the school
- 3.2. To continue to develop the programme of professional development to ensure that all staff remain at the forefront of current knowledge and best practice in relation to leading learning and teaching
- 3.3. To ensure that all staff have up-to-date knowledge, understanding and skills in relation to changes of practice and the implementation of national as well as school policies and procedures
- 3.4. To keep under review the annual performance management arrangements for all staff and ensure they remain fit for purpose and in line with any local or national changes
- 3.5. To keep under review the various staffing structures of the school to ensure they are simple, robust and helping to improve outcomes for young people

4. Leadership and management of the curriculum

- 4.1. To ensure that the curriculum is kept under review and is broad, balanced and flexible as well as sufficiently creative and enjoyable in order to meet the aims of the school
- 4.2. To keep under review legislative changes as well as guidance to ensure that the curriculum is strategically placed to take advantage of anticipated changing needs and future trends
- 4.3. To continue to secure commitment to the extra-curricular programme in order to provide a significantly enriched offer for all students
- 4.4. To ensure that the curriculum provides for the intellectual challenges as well as the social, moral, spiritual, cultural and emotional well being of all students
- 4.5. To ensure that the whole curriculum enables students to progress from Vyners to sustained employment, training, further or higher education

5. Leading and managing the school

- 5.1. To ensure that the school, the people and the resources within it are organised and managed to provide an efficient, effective and safe learning environment
- 5.2. To ensure that safe employment procedures are in place that put the safety of young people at the heart of all we do and ensure that our systems continue to comply with the best practice and all legal requirements
- 5.3. To set a balanced budget in partnership with the Directors and Local Governing Body agreeing priorities for expenditure, effective administration and control as well as short and longer term priorities
- 5.4. To ensure that any targeted funding which has been secured will be used for the agreed purpose, such as trips abroad and the various enrichment and additional activities
- 5.5. To ensure the school is managed effectively and efficiently during the school day and after hours when it is 'let' to outside groups
- 5.6. To make professional, managerial and organisational decisions which are based on informed judgements and to think creatively in order to anticipate and solve problems
- 5.7. To ensure that at all times health and safety requirements as well as safeguarding procedures are met

6. Strengthening the community

- 6.1. To act as an ambassador for the school in a manner that upholds its values and ethos
- 6.2. To maintain and enhance the commitment of parents, carers and the local community to the school vision and ensure their continued confidence in the school
- 6.3. To ensure that parents and carers are supported in contributing to consultations and questionnaires about the school and any possible future plans
- 6.4. To build on the established primary links and to develop further the links within the Trust
- 6.5. To attend external meetings as appropriate and play a full part within Hillingdon Association of Secondary Headteachers
- 6.6. To work in close partnership with Friends of Vyners Association
- 6.7. To continue the school's system leadership and partnership work

7. Accountability and governance

- 7.1. To ensure that year on year our students achieve and exceed the challenging targets that are set
- 7.2. To ensure that all resources are deployed effectively so improving the outcomes for students
- 7.3. To work with the Directors and Local Governing Body to analyse and plan for future needs and developments within both a local and a national context
- 7.4. To present a half-termly report to the Directors and Local Governing Body that gives an accurate account of the school's performance highlighting successes, challenges and activities of interest that have taken place
- 7.5. To keep under review the various codes of practice so that decisions about Vyners are well informed as well as continuing to serve the local community
- 7.6. To act as an ex officio member of the Academy Trust and also a Director/Charity trustee registered at Companies House
- 7.7. To formally act as Accounting Officer for the Academy Trust, with responsibility for the propriety and regularity of the finances of the school