

Job Description

Post Title:	Executive Head Teacher
School:	Ripley Academy and John Flamsteed Community School
Purpose:	<ul style="list-style-type: none"> • Provide strong and purposeful strategic leadership, empowering all pupils and staff to excel • Provide a safe environment where students can be happy and receive the care, guidance and support that they need to succeed • Uphold and develop the School's ethos
Reporting to:	The Governing Body and Trustees of the East Midlands Education Trust
Responsible for:	All Teaching and Associate Staff
Liaising with:	CEO, Deputy CEO School Improvement Lead (Secondary), all school staff, Governors, and Trustees.
Disclosure level	Enhanced
MAIN (CORE) DUTIES	
Key Responsibilities	<ul style="list-style-type: none"> • Directly lead and manage the Schools' Senior Leadership Teams • Agree strategic targets with the governing body and deliver on the strategic priorities • Produce and implement the Schools' Improvement Plans; leading a robust approach to self-evaluation • Ensure that the Schools comply with all Health and Safety requirements • Implement strong data analysis to ensure that tracking and intervention is rigorous and having an impact • Sustain a wide, current knowledge and understanding of education systems to secure excellent teaching
Working with Pupils	<ul style="list-style-type: none"> • Provide a safe, calm and well-ordered environment, focused on safeguarding pupils and developing their exemplary behaviour in the Schools and in wider society • Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality • Lead the raising of student achievement and attainment in all aspects of School life, but especially in outcomes at KS4 and KS5 • Ensure the well-being of all pupils in the Schools
Working with Staff	<ul style="list-style-type: none"> • Establish, develop and motivate effective teams across the Schools • Hold all staff to account for the impact of their work on pupils' outcomes, their professional conduct and practice

		<ul style="list-style-type: none"> • Maintain rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve through CPD and valuing excellent practice • Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other
Working with Resources		<ul style="list-style-type: none"> • Ensure that the Schools' systems, organisation and processes are efficient and fit for purpose • Work with political and financial astuteness to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the Schools' sustainability • Ensure that all necessary policies are in place and kept up-to-date
Working with Others		<ul style="list-style-type: none"> • Be accountable to the governing body and Trust Directors and actively support the governing body to understand its role and deliver its functions effectively • Work with other Schools and Academies within the East Midlands Education Trust to champion best practice and secure excellent achievements for all pupils • Raise the profile of the Schools in the local community to maximise pupil numbers
Other Specific Duties:		
<p>To play a full part in the life of the Trust, to support its distinctive mission and ethos and to encourage and ensure staff follow this example.</p> <p>To continue personal development as agreed.</p> <p>To engage actively in the performance review process.</p> <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p>		
<p>This job description is current at the date shown, but, in consultation with you, may be changed by the CEO to reflect or anticipate changes in the job commensurate with the grade and job title.</p>		

Person Specification

Education and Training		<ul style="list-style-type: none"> • Professional qualifications (for example PGCE) • Qualified teacher status • Evidence of continuous professional development across career to date • A nationally recognised Leadership qualification (NPQH, NPQSL, MBA, NLE, etc)
Experience		<ul style="list-style-type: none"> • At least three years' experience in a Head Teacher or Executive Head Teacher role (within an Academy is desirable) • Demonstrable success in a leadership role at whole school level, in an 11-18 educational establishment • Evidence of having planned and led a significant area of whole school improvement, resulting in successful outcomes • A proven track record of using target setting and data analysis to improve and monitor pupils' performance • Evidence of the ability to develop excellent relationships with young people and adults • Experience in leading, motivating and developing colleagues and effective teams • Experience of successful financial management
Knowledge and Skills		<ul style="list-style-type: none"> • Ability to meet the National Standards of Excellence for Head Teachers • A proven track record of meeting the Teachers' Standards • A confident knowledge of what constitutes outstanding teaching • A clear understanding of the latest progress and attainment measures • An in-depth understanding of school leadership and school improvement needed to achieve outstanding pupil progress and personal development
Personal Qualities		<ul style="list-style-type: none"> • An adaptable leadership style which encourages leadership from others and celebrates success • The ability to lead by example, with integrity, creativity, resilience, and clarity • High level interpersonal and communication skills with the capacity to influence at all levels, both written and oral • An ability to compellingly communicate the School's vision to a variety of audiences • The ability to create and implement effective management systems in which roles, responsibilities and accountabilities are clearly articulated • Sensitivity in managing relationships with pupils, parents and staff

		<ul style="list-style-type: none">• High expectations of pupil achievement, conduct and behaviour• A commitment to collaborative working, both within the school and across the Trust• The ability to work under pressure and meet deadlines

Date: November 2021