

## **Job Title: Headteacher**

### **Line Management: Chief Executive Officer (CEO)**

This job description is not intended to be exhaustive and is a general outline of the typical duties and responsibilities expected to be carried out whilst accepting that these may change at the discretion of the Headteacher and Trustees.

The post-holder will uphold the ethos, policies and practices of the school and maintain high standards in their own attendance, punctuality, personal and professional conduct.

The Jubilee Academy is part of Tithe Academy, a Multi Academy Trust; the Trust's secondary school sponsors a local primary school. There may be occasions when you will be required to spend time at another school in the Trust.

Tithe Academy is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

This post is subject to the contract of employment between the teacher and the Tithe Academy Trust 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. The post will be subject to performance review, by the Board of Trustees.

### **Main Purpose of the Post:**

1. The core purpose of this role is to provide professional leadership and management of The Jubilee Academy (TJA) and to set, monitor and maintain the highest standards in all areas of the school's work.
2. To manage whole school organisation, strategy and development, ensuring that learning is at the centre of strategic planning and resource management.
3. To be responsible for ensuring the effective strategic and day to day operation of The Jubilee Academy, including safeguarding, the curriculum, teaching and learning, and pupil progress and achievement.
4. Establish and sustain the school's ethos and strategic direction together with the Trust and through consultation with the school's community.
5. To promote the school within the local community, implementing positive marketing and pupil recruitment strategies.
6. To be accountable for ensuring the standards and curriculum and monitoring of progress towards achievement for all students of TJA within the framework set by Tithe Academy and the Chief Executive.
7. To be accountable for Health, Safety and discipline across the TJA.
8. To support the Chief Executive Officer (CEO) to create a culture of high expectation, self-evaluation and constant improvement.
9. Establish and oversee systems, processes and policies with the Trust so the school can operate effectively as part of the Trust.
10. Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context.

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11. Make sure these school improvement strategies are effectively implemented.
12. Monitor progress towards achieving the school's aims and objectives.
13. Allocate financial resources appropriately, efficiently and effectively within the framework and delegations approved by the Trustees.
14. Be responsible for supporting budget and staffing strategies within the framework set by Tithe Academy and the Chief Executive Officer.
15. Proactively manage staff and resources alongside the Central Trust staff to ensure consistency across the MAT.
16. Create a culture where pupils experience a positive and enriching school life.
17. Uphold ambitious educational standards in order to prepare pupils from all backgrounds for their next phase of education and life.
18. Ensure a culture of staff professionalism.
19. To set a high-quality example of teaching, organisation, and classroom management, demonstrating inspirational classroom practice to teaching staff.
20. Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils, and clearly demonstrated by all adults in school.
21. Be accountable for ensuring the educational success of The Jubilee Academy within the framework set by Tithe Academy and the Chief Executive Officer.
22. Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy.
23. Carry out the professional duties of a teacher as required.
24. Take responsibility for Child Protection issues as appropriate.
25. Take responsibility as the safeguarding lead for promoting and safeguarding the welfare of children and young people within the school.
26. To lead school staff in formulating and evaluating the impact of the School Improvement Plan.
27. Evaluate school performance and identify priorities for continuous improvement.
28. To ensure that all statutory requirements are met liaising with the Central MAT team as appropriate.
29. Create a stimulating, nurturing, happy, safe and productive learning environment that is engaging and fulfilling for all students.
30. Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of a duty of care.
31. Manage staff well with due attention to workload.
32. Ensure rigorous approaches to identifying, managing and mitigating risk.

### Leadership:

1. Ensure day-to-day effective organisation and running of the school, including the deployment of staff, as appropriate.
2. To formulate the aims and objectives of the school and provide overall strategic leadership.
3. To establish policies for achieving aims and objectives.
4. To manage staff and resources across the school.
5. To lead regular reviews of all school improvement systems to ensure statutory requirements are being met.
6. To undertake key activities relating to professional and personnel issues as applicable.
7. Work collaboratively with the MAT Central Team to manage in areas of Finance, HR, Digital Technology and Operations in leadership processes as appropriate.

8. To ensure consistent and accurate records are maintained throughout the school and statutory and school policies and requirements are met.
9. Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented effectively across the school in line with Trust policies and processes.
10. To be responsible for improving the quality of teaching across the school.
11. To lead improvements in children's progress rates throughout the school.
12. To lead in the planning of teaching groups and staff.
13. To monitor and evaluate the teaching of the curriculum.
14. 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.
15. To establish positive relationships with pupils grounded in mutual respect.
16. To lead by example and model best practice regarding professional conduct, workload and personal development.
17. To ensure the overall success of the school leading to achievements of the highest expectations.
18. To undertake and professional duties as reasonably delegated by the CEO.

## **Strategic Direction and Shaping the Future:**

1. In partnership with the CEO, Trustees and Governing Body, establish and implement an ambitious vision and ethos for the future of the school.
2. Play a leading role in the school improvement and school self-evaluation planning process.
3. Develop productive relationships with commissioning schools, maintaining and improving commissioning uptake.
4. Devise, implement and monitor action plans and other policy developments.
5. Work within the school community to translate the school's vision into practice that promotes and sustains continuous improvement in the school.
6. Support members of the school community to create a positive and stimulating learning environment, making full use of their skills and talents.
7. Ensure that learning is at the centre of strategic planning and resource management.
8. Be responsible for The Jubilee Academy's management and development of all its resources.
9. Lead the development of policies to recommend to the Governing Body, using those available within the Harrow collaborative wherever possible.

## **Teaching and Learning:**

1. Plan, implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students that promotes good behaviour and safety as well as their emotional and physical wellbeing.
2. Establish and sustain high-quality teaching across all subjects and phases, based on evidence.
3. Ensure teaching is underpinned by subject expertise.
4. Effectively use formative assessment to inform strategy and decisions.
5. Ensure the teaching of a broad, structured and coherent curriculum.
6. Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities.

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7. Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum.
8. Deliver a curriculum in line with The Jubilee Academy's vision, based on excellence for all through personalised learning whilst meeting statutory requirements; ensure that the curriculum delivered matches the needs of all students and is supported by teaching of the highest quality.
9. Monitor and evaluate the curriculum for both quality and value for money.
10. To provide a safe, calm, and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour.
11. Establish and maintain a consistent and continuous school-wide focus on students' achievement, using data and benchmarks to monitor progress in every student's learning.
12. Create a culture and ethos of challenge and support where all students achieve success and become engaged in their learning.
13. Implement strategies that secure high standards of behaviour, attendance and punctuality as promoted in the student learning passport.
14. Ensure students feel happy, safe, and supported; and have all barriers to their learning and progress addressed/removed.
15. Monitor, evaluate and review classroom practice and promote improvement strategies.
16. In partnership with the CEO, lead processes involved in monitoring, evaluating and challenging the quality of the teaching and learning taking place throughout the school, including lesson observations, planning and assessment scrutiny, pupil work scrutiny to ensure consistency and quality.
17. Demonstrate and articulate high expectations and set stretching targets for the whole school community.
18. Achieve robust systems of pastoral care and personalised learning to ensure every student feels valued and is known and supported during their time at The Jubilee Academy and to maximise student outcomes and successes.
19. Ensure that the ethos of the school, in terms of the highest standards of physical and emotional wellbeing for all children, is maintained.
20. To ensure that accurate, regular assessment (in accordance with school policy) is carried out and that assessments inform future planning.
21. To take part in and promote staff participation in training activities offered by the school, the Trust, and other external providers.

### **Additional and Special Educational Needs and Disabilities (SEND):**

1. Promote a culture and practices that enable all pupils to access the curriculum.
2. Have ambitious expectations for all pupils with SEND.
3. Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate.
4. Make sure the school fulfils statutory duties regarding the SEND Code of Practice.

### **Leading and Managing Staff:**

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1. As the leader of the Strategic Leadership Team, you will lead colleagues in the 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 the development and review of all aspects of the curriculum including planning, recording and reporting; Assessment for Learning and the development of a creative and appropriate curriculum for all students.
5. To lead in facilitating effective communication within the school and the community and sustain the personal motivation of staff.
6. To lead the school in promoting a positive environment, promoting the positive wellbeing of staff and the whole school community.
7. In partnership with the CEO, manage the school through strategic planning and formulation of policy and processes.
8. To implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve, and valuing excellent practice.
9. Lead, motivate, support, challenge and develop staff to secure improvement and generate effective working relationships at all levels.
10. Manage the effective deployment and performance of all staff and ensure their professional development through effective systems for the management of staff performance.
11. Provide effective induction, continuing professional development and performance appraisal in line with The Jubilee Academy's strategic plans.
12. To lead the development and delivery of training for staff.
13. To have responsibility for overseeing the induction of ECTs, as appropriate.
14. To ensure that the school's systems, organisation, and processes are well considered, efficient and fit for purpose.
15. As Head of Centre, to lead the Exams Officer and ensure statutory requirements are met.
16. To lead on Admissions and ensure statutory requirements are met, monitored and evaluated.
17. 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.
18. To welcome and work with governance groups as appropriate, providing the information needed to govern effectively.
19. To support strategic, curriculum-led financial planning to ensure effective use of budgets and resources.
20. To support distribution of leadership throughout the school.
21. 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.
22. To work with other Trust leaders in maintaining robust HR, Digital, Finance and Operational processes.
23. To contribute to the strategic leadership of the Trust by working with the CEO, CFO, and Central Service teams.

### Professional Development:

1. Ensure staff have access to appropriate, high standard professional development opportunities.
2. Keep up to date with developments in education.

3. Ensure training and continuing professional development is effectively planned, delivered and evaluated.
4. Make sure professional development opportunities draw on experts both within, and beyond the school.
5. Seek training and continuing professional development to meet the needs of all staff members.

### Managing Resources:

1. Be responsible for The Jubilee Academy site, its buildings, equipment and grounds.
2. Ensure that the accommodation provides a positive and safe environment which promotes well-being and high achievement for everyone at The Jubilee Academy.
3. Manage and organise accommodation efficiently to ensure it meets the needs of the students and staff.

### Partnerships:

1. With the Trust, develop policies and practice which promote inclusion, equality and the extended services that the school offers.
2. Promote the positive involvement of parents and carers in school life.
3. Organise and conduct appropriate meetings with parents and carers to ensure positive outcomes for all parties.
4. Strengthen partnership and community involvement.
5. Promote positive relationships and share good practice with colleagues within the Trust and commissioning schools ensuring consistent approach and other schools and organisations.
6. Establish a school culture and curriculum which fulfils the vision and requirements of the local community and the original vision of The Jubilee Academy.
7. Ensure learning experiences for all students are integrated with the wider community, and that where possible they are community-based.
8. Seek opportunities to invite parents and carers, community figures, businesses and other organisations into the school to enrich the school and its value to the wider community.
9. Secure strong links with other key partners who are supporting The Jubilee Academy's development.
10. Create a culture where parents and carers are encouraged to be involved in their child(ren)'s education.
11. Represent The Jubilee Academy on the High School Headteachers' Group and be an integral part of the strategic development of the Harrow collaborative work.

### Accountability and Governance:

1. Understand and welcome the role of effective governance, including accepting responsibility.
2. Ensure that staff understand their professional responsibilities and are held to account.
3. Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties.
4. Work successfully with other schools and organisations.
5. Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils.

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6. Lead and support staff and the Local Governing Body in fulfilling their responsibilities with regard to the school's performance and standards.
7. Promote and protect the Health and Safety and welfare of students and staff.
8. Advise and assist the Governing Body in the exercise of its functions.
9. Ensure individual staff and team accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
10. Present a coherent and accurate account of the school's performance in a form appropriate to a range of audiences, including students, parents, governors, the local community, commissioning schools or Councils, Ofsted, and others.
11. Ensure that students and parents are well-informed about the school and individual progress and their role in the Jubilee's future success.
12. Develop an organisation in which all staff recognise that they are accountable for the success of the school.

### **Contribution to the whole life of the school:**

1. To attend all necessary meetings.
2. To support the aims and ethos of this school.
3. To adhere to all school and Trust policies.
4. To actively participate in appropriate training when required.
5. To engage actively in the performance appraisal process and undertake professional development as agreed.
6. To work co-operatively as a member of a team.
7. To report any stranger on site.
8. To carry out any other duties as reasonably directed by the Chief Executive Officer, the Board of Trustees or the Governors.