POST TITLE: Headteacher

SALARY: Competitive

Job Description

PURPOSE OF THE ROLE:

- The Headteacher will provide outstanding educational vision, leadership and direction for the Academy, ensuring great pupil outcomes are achieved sustainably, and annual performance targets are met.
- The Headteacher will have core responsibility for: teaching and learning, curriculum development, developing teaching staff and creating a culture of safety and happiness within the academy. They will not have responsibility for operational management of the academy, including: budget management, estates management, support staff line management or ICT.
- The Headteacher will report to the Regional Education Director.
- Headteachers will work with other E-ACT academies within the region and Trust, to enable and support the sharing of good practice within the Trust, with a strong focus on the quality of teaching and learning.
- The Headteacher is accountable to E-ACT's Trustees and is responsible for creating a productive learning environment which reflects E-ACT's ethos.

KEY ACCOUNTABILITIES:

The Headteacher will be expected to lead in the following four areas.

The activities listed below indicate what success in the area will look like:

Teaching & Learning
The Headteacher will: • Ensure that there is fantastic teaching, in every classroom, for every child. • Ensure that every teacher in the academy is developing their practice to becoming outstanding teachers. • Ensure that every teacher within the academy prepares their lessons well, delivers in an inspiring way and feeds back to children appropriately to ensure that great progress is made by every student • Ensure that every teacher gains maximum benefit of their additional 3 CPD days per year (E-ACT policy), creating tailored, specific development programmes for individual development. • Ensure that every teacher is properly appraised, with quality discussion around strengths, weaknesses and with full objectives and planned support/development for the year ahead • Ensure that any teaching under-performance is tackled in a timely and appropriate way • Inspire and influence others - within and beyond the Academy and Trust – through your innovative, high quality educational leadership that leads to positive outcomes for children.

- Lead by example - with integrity, creativity, resilience, and clarity - drawing on your own scholarship, expertise and skills, and that of those around them.
- Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.

2. Curriculum development

The Headteacher will:

- Ensure that your academy has in place an engaging and inspiring curriculum that is appropriate for the cohort of children
- Review and assess each subject area within your academy to ensure that the current offer is appropriate to the current student cohort, and that it will have maximum impact on outcomes
- Ensure that appropriate transition phases are included within all curriculum plans and models
- Ensure that 100% of assessments are completed with integrity and fully compliant to examination body requirements – at all key stages
- Ensure effective internal and external moderation arrangements are in place in your academy
- Demand ambitious standards for all students, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on students' outcomes.
- Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
- Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.

3. Culture

The Headteacher will:

- Ensure that you and all teaching staff within the academy think big, do the right thing and develop and nurture a positive team spirit
- Ensure that there is a safe and happy culture within your academy, adhering to outstanding safeguarding practice, pupil behavior and attendance.
- Regularly hold your teachers to account to ensure that they and their teams are being the best they possibly can be. This will include honest and sometimes hard conversations, and will need to be guided by doing the right thing.
- Develop effective relationships with all stakeholders

  i. Ensure that regular all staff meetings are held and positively contributed to
  ii. Ensure that your academy establishes positive relationships with its local community
  iii. Ensure that you work effectively and closely with your Academy Ambassadorial Advisory Group

- Ensure effective communication to all staff and parents within your academy, and ensure that there is an effective communication channel between you and the national team
- Establish a culture of leadership development amongst all of your teaching staff.
- Ensure that the achievements of pupils and teaching staff are properly recognised and celebrated on a half-termly basis as a minimum, and ensure that your academy positively contributes and takes part in the regional celebration events which will lead to an annual national celebration event.
- Develop effective relationships with fellow professionals and colleagues within the Trust and in other public services to improve academic and social outcomes for all children.

4. Standard Operating Procedures

- Fully engage in the defined academy RAB process, providing honest feedback on how your academy is performing, its strengths and its weaknesses. Ensure that all paperwork submitted is of a high quality and on time.
- Ensure that you adhere to the E-ACT Scheme of Delegated Authority
- Manage all educational risks within your academy effectively, ensuring that all required mitigations are in place
- Be responsible for safeguarding within the Academy, and working with RODs to ensure that Safer Recruitment procedures are adhered to for every appointment. Headteachers will be expected to complete Safer Recruitment training at least every two years.
- Work effectively with your Regional Operations Director to ensure that the educational requirements of the academy can be financially met

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.