**EXECUTIVE HEADTEACHER**

 **JOB DESCRIPTION**

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| **Job title:** | Executive Headteacher |
| **Reports to (job title):** | The Governing Body |
| **Leadership Group Pay Range:** | L28-L43 |

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| **Core Purpose** |
| The Executive Headteacher (EHT) is accountable overall to the Governing Body of The Island Innovation Trust (IIT) (a hard Federation between Medina College, Carisbrooke College and the VI Form Campus) for ensuring the educational success of all 3 establishments. The EHT will work with the Governing body and Trustees to develop this Federation.The EHT will be a member of the IIT Governing body and will be professionally responsible for all aspects of internal organisation, leadership and management of all the establishments. They will create a culture of constant improvement and be an inspirational hands on leader, committed to the highest achievement for all in all areas of work. The EHT will line manage the Heads of School, Director of Finance and Human Resources and Director of ICT and Premises including the development and implementation of the strategic plans and school improvement policies. They will provide proactive support and coaching to the Heads of School to develop their leadership capacity and skills to ensure relentless continued improvement in standards. |
| **Strategic Leadership** |
| * Working with each Heads of School, under the guidance of the Governing Body, develop the shared vision and strategic plan for all establishments in the Federation, which is responsive to the communities they serve. At the core of this should be the educational and personal development of students and staff across the Federation
* Work closely with the Governing Body, Trustees and Staff to define and implement the Trust’s vision and strategic direction so that it is understood and acted upon by all stakeholders
* Create and implement a strategic plan underpinned by sound financial planning which identifies priorities, targets and strategies for ensuring that students achieve the highest standards and make good progress, thereby securing school improvement.
* Ensure that the management, finance, organisation and administration of the Federation and its establishments support its vision and aims
* Plan for the future needs and further development of the Federation and its establishments within the local and national context
* Ensure the Federation and its establishments achieve or exceed their performance targets, and provide regular reports to the Governing Body and Trust on progress
* Promote the Federation and its establishments to a range of audiences
* Secure the commitment of parents and the wider community to the vision and direction of the Federation and its establishments
* Challenge, motivate and empower others to attain ambitious outcomes.
* To lead and manage internal reviews based on a clear understanding of the Ofsted framework(s) and focused on providing the highest quality learning experience for all students, challenging complacency and ‘good enough’ thinking.
* Maintain and implement a Federation Improvement Plan based on progress made and against identified weaknesses or opportunities. Ensure that evaluations of progress are presented to Governors on a regular basis
* Regularly maintain an up to date Self Evaluation of all establishments that inform updated School Improvement Plans to overcome identified areas of weakness. These are actioned by the Heads of School and their Leadership Teams and reviewed by the Executive Head and Governors.
* Work with a range of outside bodies to verify internal self-evaluation
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| **Leading Teaching and Learning** |
| * Promote excellence in teaching and learning, ensuring a continuous and consistent Federation- wide focus on students’ achievement and development (moral, spiritual, physical and social, as well as academic)
* Secure and sustain outstanding teaching and learning throughout the Federation and its establishments by monitoring and evaluating the quality of teaching and standards of **all** students’ achievement.
* Develop and continuously review the curriculum with the Governing Body and Heads of school to meet both statutory requirements and student need.
* Ensure that curriculum plans promote and enable progress to positive destinations for all learners.
* Determine, organise and implement the curriculum and its assessment. Through monitoring and evaluation, identify and act on areas of improvement using benchmarks and setting challenging targets for improvement
* Develop an inclusive and supportive approach so that each establishment is a place where all young people feel welcome
* Ensure that effective and appropriate pastoral support is available to students
* Establish creative, responsive and effective learning in all curriculum areas
* Build on the flourishing enrichment programme to enrich and broaden student experience
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| **Raising aspiration, achievement and attainment** |
| * Ensure that the needs and aspirations of each student are met through personalised learning and mentoring.
* Ensure a consistent ‘Data Rich’ environment where all staff make use of relevant and accurate assessment data to support individual student progress and to set challenging targets
* Arrange for the timely presentation of data to the Governing Body and its committees in a consistent format ahead of meetings arranged to consider them.
* Challenge practice to ensure a stimulating learning environment
* Ensure that the priorities of the Trust and Governing Body are consistently and effectively implemented
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| **Developing self and working with others** |
| * Treat everyone within each establishment fairly and equitably
* Develop a culture of personal responsibility that recognises both excellence and supports appropriate strategies to deal with under performance
* Ensure a high standard of professional development for all staff and for self
* Work with all staff to build effective teams
* Coach and mentor Heads of Schools and other senior leaders to develop their leadership capability to maximise their impact on their establishments
* Motivate and enable all staff to carry out their respective roles to the highest standard, through high quality continuing professional development based on assessment of needs
* Develop and maintain respect across all stakeholders, inspiring individuals to contribute positively to shared ideas and plans for the Federation and its establishments
* Develop the capacity of each establishment to coach effectively.
* Keep abreast of educational developments and best leadership and management practice in order to introduce appropriate innovation.
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| **Leading the organisation** |
| * Provide dynamic, consistent, equitable and motivational leadership, ensuring the successful delivery of the vision, ethos, aims and objectives of the Federation and its establishments
* Lead by example, be personally visible and committed whilst adopting a strong and flexible leadership style
* Establish collaborative and open relationships with all stakeholders including students and families
* Critically evaluate the performance of the Federation and its establishments
* Communicate effectively with the Chair of the Governing Body and Chair of the Trust on a timely basis
* Ensure effective two way communication channels exist to ensure that staff receive all the information they need in order to carry out their professional duties effectively
* Ensure effective two way communication channels exist with students, parents/carers and all other stakeholders
* Ensure structures are in place to deliver student progression, attainment and achievement
* Operate an appropriate recruitment and retention policy for all staff following Safer Recruitment policies
* Implement a firm and fair performance management framework for all staff
* Ensure the whole environment of the Federation’s establishments**,** including the new build at Carisbrooke College, reflects the aspirations of the Federation and its community
* Ensure effective use of financial, technological and other resources.
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| **Managing the organisation** |
| * In the light of the strategic plan, develop the budget priorities in liaison with the Heads of School, Director of Finance and the Governing Body in order that the Federation and its establishments secure their objectives
* Take responsibility for the collection of data and making returns of all statutory requirements to the Department for Education
* Work with Governing Body, Heads of School and all colleagues to maintain a robust Safeguarding environment with a clear focus on the safety and wellbeing of the students encouraging a focus on British Values and implementing the Prevent Agenda
* Work with the Governing Body, Heads of Schools, senior colleagues and the Human Resources Department to recruit and retain staff of the highest quality
* Work with the Governing Body, Heads of Schools and senior colleagues to deploy all staff effectively within the federation in order to continually improve the quality of education
* Ensure effective planning, management and monitoring of the curriculum is taking place across the colleges within the agreed budget, setting appropriate priorities for expenditure allocating funds and ensuring effective administration and control.
* Ensure the regular monitoring of the budget for the Federation and its’ establishments and the oversight of the use of resources
* Monitor and evaluate the value for money of provision within the Federation and its’ establishments
* Work with the Director of Finance to plan and manage the establishments’ financial resources and maximise the level of external funding that is attracted to support development.
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| **Securing accountability** |
| * Establish strong leadership roles within a structure that clearly defines responsibilities and accountabilities all underpinned by robust performance management
* Secure robust self-evaluation and quality assurance procedures across the Federation and its’ establishments
* Establish mechanisms for reporting to all key stakeholders at agreed intervals.
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| **Supporting the work of the Trust** |
| * Developing and maintaining the ethos of the Trust so that it is intrinsic and permeates all aspects of the establishments’ life and curriculum.
* Creating a strong partnership between the local community and the Trust
* Participate in Trust and sector-wide activities in order to share best practice, develop strategies and policies and promote the Trust in a local and national context
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| **Professional Development** |
| * Undertake appropriate and agreed continued professional development linked to Federation priorities
* Lead whole school and individual INSET programmes to maximise student outcomes
* Share outstanding practice from within and beyond the Federation with all members of staff
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| **Safeguarding** |
| * Ensure that safeguarding is central to all aspects of Federation activities protecting students, staff and all others
* Implement appropriate health and safety policies and procedures alongside the Heads of Schools and Director of Premises and ICT in order to ensure a safe, effective and child friendly environment in all lessons and activities.
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| **Signatures – line manager and job holder** |

Signed………………………………………………… Dated:………………………

Line Manager

Signed*……………………………………………….* Dated:………………………

Postholder