

# HEADTEACHER

## Job Profile:

Salary Scale	L18-24
Working Hours	Full Time
Nature of Contract	Permanent
Responsible to	Co-CEOs



## Job purpose:

To be responsible for providing exceptional day-to-day leadership and management of Manston St James CofE Primary Academy, providing a high quality, inclusive education for all pupils in line with the vision of the Trust. To meet the requirements set out in the Headteacher Standards and the Professional Standards for Teachers.

## Job specific responsibilities:

### *Leadership and management*

- Develop, articulate and share both strategic and operational plans for securing the vision and direction of the academy
- Secure the commitment of the wider community by developing and maintaining effective partnerships with parents, carers, communities, relevant agencies and other stakeholders
- Provide effective leadership to all staff, acting as a role model and developing and embedding a professional, respectful and inclusive culture across the teams in line with trust and academy vision and values
- Recruit, coach, develop and grow individuals and teams, implementing the trust's policies, guidance and initiatives focused on motivating performance and maximising development and retention of high-quality staff
- Identify and support talent within the academy and opportunities across the Trust, supporting succession planning for the school
- Support and challenge staff, dealing with underperformance and poor attendance effectively while making sure staff are given the support and training to do their jobs well
- Ensure that all staff carry out their duties in accordance with their job description and where applicable, in line with national guidance, professional standards and regulations
- Work with the co-CEO (operations) to set and manage the academy's budget and resources on a day-to-day basis ensuring effective administration, value for money and compliance with financial regulations, purchasing and procurement guidance, and audit requirements
- Manage the school on a day-to-day basis ensuring that adequate staffing is available to meet the needs of pupils and to deliver a high-quality curriculum.
- Manage and organise the day-to-day use of the building and grounds so that it meets the needs of the pupils, curriculum and health and safety requirements
- Ensure communication with stakeholders including current and prospective parents/pupils is compliant (meeting statutory requirements), high quality, informative and engaging
- To ensure that pupil voice is considered and informs strategic decision making and school self-evaluation

- Ensure all academy policies are regularly reviewed and updated in partnership with trust, staff and governors as appropriate
- Work with central Trust colleagues providing expert advice and services, ensuring trust guidance, procedures and processes are adhered to
- Attend any relevant governing body, trustee or trust leadership meetings as required, contributing performance information as required

### ***Teaching and learning***

- Ensure that learning and pupils are at the heart of strategic planning and resource management
- Work with staff to promote and ensure high quality teaching across all areas of the curriculum, enabling a culture and ethos of challenge and support which ensures all pupils can achieve success and are engaged in their own learning
- Ensure that all pupils can access a broad, balanced and relevant curriculum with high quality pastoral support
- Ensure that the system for monitoring and developing the quality of teaching and learning is in place and that improvements are implemented and monitored
- Ensure the school's assessment system is fit for purpose and provides teachers with accessible and useful information about progress, and that parents are kept informed about their child's attainment and progress, so they are able to support their child's learning
- Develop and implement effective policies and strategies for ensuring that pupils' attendance and behaviour is appropriate and supportive to their own learning and the learning of others
- Identify areas where staff may benefit from sharing good practice or accessing support from colleagues and academies across our trust
- To support the local governing body in administering the admissions policy of the school and to attend appeals as necessary
- Provide regular reports to key trust and academy stakeholders, including the governing body, as specified, ensuring a strong personal knowledge of data/information and how it can support improvement and raised levels of achievement
- Ensure the Ofsted Self Evaluation Form (SEF) and School Development Plan are reviewed and updated regularly using evidence to support judgements and actions, working with trust leaders, academy staff and governors to evaluate progress against targets
- Regularly lead whole school worship

### ***Safeguarding and wellbeing***

- To be accountable for the safeguarding of all pupils, working with the DSL(s) to ensure safeguarding policies and procedures are implemented effectively across the school community
- To support and promote the wellbeing and mental health of all colleagues and pupils recognising the uniqueness of all members of our communities
- Ensure that the academy works closely with parents and carers, with the community and with other agencies to provide for the academic, spiritual, moral, cultural, social and emotional needs of all pupils

- Challenge workload levels within the academies by robust consideration of implications of working practices and new initiatives; consider new ways of working to support an improved work life balance

#### *Supporting the work of the Trust*

- Develop and embed the Christian vision of the school so that it is intrinsic and permeates all aspects of the academy's life and curriculum
- Develop strong working relationships with Trust colleagues
- Provide support to other Trust primaries
- Contribute to collaborative working across schools and be prepared to share best practice
- Attend all the 'Essential' training and Trust meetings across the academic year and ensure staff attend Trust events and training as required. Lead aspects of Trust meetings to support the sharing of good practice
- Complete the required reports for governors which are shared with the Trust in an accurate and robust manner e.g. Headteacher report, Key Performance Indicator report
- Know, understand and implement the Trust scheme of delegation

#### *Abbey MAT responsibilities*

- Contribute to the overall aims and values of the academy and Trust, appreciate and support the roles of other members of the wider team and attend and participate in relevant meetings as required
- Comply with all academy and Trust policies and procedures including child protection, safeguarding, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person
- To safeguard and promote the welfare of children for whom you have responsibility, or come into contact, including adhering to all specified procedures
- To promote and adhere to principles underpinning equalities in terms of employment and service delivery to ensure that colleagues are treated, and services delivered, in a fair and consistent manner.

*The role holder must demonstrate a flexible approach to the delivery of the role. Consequently, the role holder may be required to perform work not specifically identified in this profile, but which is in line with the general scope, grade and responsibilities of the role.*

## People Profile:

Aptitudes, qualities and values:	Essential	Desirable
Ability to work flexibly and collaboratively as part of a team as well as on own	✓	
Effective communicator, influencer and negotiator	✓	
An innovator who will support and drive appropriate change	✓	
An ethical, authentic and effective leader	✓	
Confident, positive and approachable	✓	
Logical, methodical with a meticulous eye for detail	✓	
A keen user of technology, IT systems and applications to support learning	✓	
Commitment to development of self and others, giving and receiving feedback as well as self-evaluating own performance	✓	
Ability to advocate a sound educational and leadership philosophy and to translate into practice	✓	
Flexible and resilient in order to meet the demanding nature of this role	✓	
Willingness to travel to other trust locations	✓	
A commitment to our mission and values demonstrated by current practice	✓	
A commitment to support the Christian vision of Abbey Multi Academy Trust and to promote the theologically rooted Christian vision for the school to enable pupils and adults to flourish	✓	
Qualifications, knowledge, skills and experience:	Essential	Desirable
Qualified teacher status for England (or equivalent)	✓	
Relevant degree (or equivalent)	✓	
NPQH or further professional education (or willingness to work towards)		✓
Recent, relevant professional learning and development	✓	
Successful leadership and management experience in a school	✓	
Teaching experience in at least two national curriculum key stages	✓	
Experience of managing, developing, inspiring and motivating staff	✓	
Data analysis and presentation skills, and the ability to use data to set targets, identify weaknesses and support progress monitoring of students	✓	
Understanding of high-quality teaching and the ability to model this for others and support others to improve	✓	
Understanding of school finances and financial management	✓	
Experience of budgetary management at a whole school level		✓
Experience of supporting another school beyond one's own		✓
Safeguarding and promoting the welfare of students:	Essential	Desirable
Appropriate motivation to work with children and young people	✓	
Ability to maintain appropriate relations and personal boundaries with children and young people	✓	
Comply with the Trust's commitment to the protection and safeguarding of children	✓	

For full information on the role and academy please visit  
[www.joinabbey.co.uk/manston-st-james/headteacher](http://www.joinabbey.co.uk/manston-st-james/headteacher)