

## Job Description

Job Title:	Headteacher
Grade:	Leadership Pay Range – L20 – L24
Academy Name:	Edgar Stammers Primary Academy
Location/Address:	Harden Road, Walsall, West Midlands WS3 1QR

Greenheart Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We therefore expect all staff and volunteers to work to and within school policies and procedures, including safeguarding, child protection and health and safety.

This post is subject to satisfactory references which will be requested prior to the interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications, plus verification of the right to work in the UK.

### Purpose of the Post

To provide high quality professional leadership and management of the Academy Development Plan priorities, securing success and driving continuous improvement.

To ensure high quality education for all its pupils and continuous improvement in the standards of progress and attainment, particularly academic performance at Key Stages 1 and 2, so that all pupils achieve to the very best of their ability.

To lead in the provision of learning and teaching.

To play a major role in formulating the aims and objectives of the Academy and monitor progress towards their achievement.

To work collegiately to achieve the requirements of the post.

To exercise strategic, curriculum led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the Academy's sustainability.

**Relationships:** Reports to the Head of Primary Academies and CEO of Greenheart Learning Partnership.

**Duties and responsibilities attached to this post are as follows:** *This appointment is subject to the current conditions of employment for the Headteacher's contained in the School Teachers' Pay and Conditions Document, the School Standards and Framework Act 1998, any other legislation relevant to Education and Academies and Greenheart Policies and Procedures.*

### Shaping the future

- Ensures the vision for the Academy is clearly articulated, shared, understood and acted upon effectively by all.
- Works within the local community to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement.
- Demonstrates the vision and values in everyday work and practice.
- Motivates and works with others to create a shared culture and positive climate.
- Ensures creativity, innovation and the use of appropriate new technologies to achieve excellence.
- Ensures that strategic planning takes account of the diversity, values and experience of the school and community at large.

## **Leading Learning & Teaching**

- Takes a significant role in the leadership of teaching and learning across the school
- Ensures a consistent and continuous school-wide focus on pupils' achievement, using performance information and benchmarks to monitor progress in every child's learning.
- Ensures that learning is at the centre of strategic planning and resource management.
- Establishes creative, responsive, and effective approaches to learning and teaching.
- Ensures a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
- Demonstrates and articulates high expectations and sets stretching targets for the whole school community.
- Implements strategies which secure high standards of behaviour and attendance.
- Determines, organises, and implements a diverse, flexible curriculum and implements an effective assessment framework.
- Takes a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils.
- Monitors, evaluates and reviews classroom practice and promotes improvement strategies.
- Challenges underperformance at all levels and ensures effective corrective action and follow-up.

## **Developing Self and Working with Others**

- Treats people fairly, equitably and with dignity and respect to create and maintain a positive school culture.
- Builds a collaborative learning culture within the school and actively engages with other schools to build effective learning communities.
- Develops and maintains effective strategies and procedures for staff matters including induction, professional development, and performance review.
- Ensures effective planning, allocation, support, and evaluation of work undertaken by teams and individuals.
- Acknowledges the responsibilities and celebrates the achievements of individuals and teams.
- Develops and maintains a culture of high expectations for self and for others and takes appropriate action when performance is unsatisfactory.
- Regularly reviews own practice, sets personal targets, and takes responsibility for own personal development.
- Manages own workload and that of others to allow an appropriate work/life balance.

## **Managing the Academy**

- To create an organisational structure that reflects the school's values, and enable the management systems, structures and processes to work effectively in line with legal requirements, and the Academy Improvement Plan.

- Produces and implements clear, evidence-based improvement plans and policies for the development of the school and its facilities.
- Manages the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities.
- Recruits, retains and deploys staff appropriately and manages their workload to achieve the vision and goals of the school.
- Implements successful performance management processes with all staff.
- Manages and organises the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
- Ensures that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money.
- Uses and integrates a range of technologies effectively and efficiently to manage the school.

### Securing Accountability

- Develops a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Ensures individual staff accountabilities are clearly defined, understood, and agreed and are subject to rigorous review and evaluation.
- Works with the Greenheart Local Advisory Committee (GLAC) - providing information, objective advice and support to enable it to meet its responsibilities.
- Develops and presents a coherent, understandable, and accurate account of the school's performance to a range of audiences including Greenheart Learning Partnership Executive Leadership Team, the GLAC, parents and carers.
- Reflects on personal contribution to school achievements and takes account of feedback from others.

### Strengthening Community

- Builds a school culture and curriculum which takes account of the diversity of the school's communities.
- Creates and promotes positive strategies for challenging prejudice and dealing with harassment.
- Ensures learning experiences for pupils are linked into and integrated with the wider community.
- Collaborates with other agencies in providing for the academic, spiritual, moral, social, emotional, and cultural well-being of pupils and their families.
- Creates and maintains an effective partnership with parents and carers to support and improve pupils' achievement and personal development.
- Seeks opportunities to invite parents and carers, or other organisations into the school to enhance and enrich the school and its value to the wider community via partnership working

### Safeguarding

- Responsible for promoting the welfare of all children and young people.
- Creates an organisational culture which is vigilant to, monitors and priorities the safeguarding of children and young people above all considerations.
- Co-operates and works with relevant agencies to protect children.

**Safe Working Practices for Adults working with Children-** It is the responsibility of each employee to carry out their duties in line with Greenheart's ethos and culture of safe working practices for Adults working with Children and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar

on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.

**General Data Protection Regulations** - The post holder is required to comply with GDPR regulations ((EU) 2016/679) (unless and until the GDPR is no longer directly applicable in the UK) and then (ii) any successor legislation to the GDPR or the Data Protection Act 1998, including the Data Protection Act 2018). The postholder is to maintain awareness of Trust policies and procedures in this area. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

**Fluency** - This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

**Equality and Diversity** – There is a requirement for the post holder to promote the equality and diversity agenda within their own role and areas of responsibility and across the department/unit.

**Health and Safety** - The postholder must at all times carry out his/her responsibilities with due regard to Greenheart policy, organisation and arrangements for Health and Safety at Work.

**Flexibility** - All staff within the Greenheart Partnership will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities.

The principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post. The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being proposed. This review will be carried out in consultation with the post-holder before any changes are implemented.

Developed by:	Director of People and Engagement	Date of issue:	February 2023
Signature of Postholder:		Date of signature:	