

<b>Post Title</b>	Headteacher
<b>Post Ref No</b>	
<b>Responsible To</b>	Director of Secondary Improvement
<b>Grade</b>	L32 to L38
<b>Place of Work</b>	CET, Workington Academy

**The Headteacher will embody our inclusive, child centred ethos, and will be someone who:**

- Will promote Cumbria Education Trust’s moto to be ‘the best you can be’ and model our values 3R’s – **Respect, Responsibility and Resilience at all times.**
- Believes in the potential of every child and adult in the school communities across CET.
- Demonstrates confident and astute leadership at all times.
- Will become fully conversant with and the implementation of the Trust’s policies.
- Is committed to developing all schools’ place in their community and building positive relationships.

<b>Purpose</b>	<ul style="list-style-type: none"> <li>• Provide leadership and contribute to the development and support the strategic direction, vision, values and priorities of Workington Academy.</li> <li>• To be responsible for the leadership, internal organisation, management and control of the school and consult appropriately in so doing.</li> <li>• To build a collaborative learning culture within the school and across the Trust to ensure that every child reaches their full potential (being THE BEST THEY CAN BE) in all areas of their development.</li> <li>• To work with the necessary ability, vision, energy and enthusiasm, and as a skilled negotiator, with all, putting the needs of the pupils first.</li> <li>• To respond dynamically as appropriate to key national policies and initiatives.</li> <li>• To promote and safeguard the welfare of pupils and young persons for whom the Trust is responsible and those with whom they come into contact.</li> <li>• To carry out the duties required of a Headteacher as set out in part six of the School Teachers’ Pay and Conditions Document at both schools within the Trust.</li> <li>• Conduct key staff appointments, as per the CET Scheme of Delegation.</li> </ul>
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## Whole Organisation, Strategy and Development

- To ensure that CET's vision and values underpins the relentless aim to improve life chances for all students regardless of their background.
- Demonstrate CET's vision and values in everyday work and practice.
- Provide overall strategic leadership and, with others, lead, develop and support the strategic direction, vision, values and priorities of Cumbria Education Trust (CET) and the school / academy.
- Develop, implement and evaluate the school's policies, practices and procedures.
- Provide inspiring and purposeful leadership for the staff and students.
- Implement a School Improvement Plan which will secure continuous improvement.
- Ensure that all strategic planning takes account of diversity, values and experience of the school and its community.
- Monitor and evaluate the performance of the school, responding and reporting to the CEO, Local Advisory Board and Trust Board as required.
- Ensure that management, finances, organisation and administration of the school support its vision and aims.
- Ensure that CET and school policies and practices take account of national, local and Trust requirements.
- Monitor, evaluate and review the impact of policies, priorities and targets of the school in practice and take effective action when necessary.
- Ensure that all those involved with the school / academy (staff, LAB etc.) are committed to its aims, motivated to achieve them and involved in meeting long, medium and short-term objectives and targets, which will underpin the educational success of the school / academy.
- Actively encourage and promote collaboration within the Trust as well as with any partner organisations.
- Create a positive climate for sustained improvement.

<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>Teaching and Learning</b></p>	<ul style="list-style-type: none"> <li>• Lead and manage teaching and learning within the school / academy.</li> <li>• Be willing to teach if necessary.</li> <li>• Secure excellent teaching through an analytical understanding of how students learn and of the core features of successful classroom practice.</li> <li>• In partnership with the Secondary Strategy Group, contribute to the curriculum design, leading to rich curriculum experiences and pupils wellbeing.</li> <li>• Create an environment that promotes and secures excellent teaching, effective learning, high standards of achievement and behaviour.</li> <li>• Determine, organise, implement and monitor the curriculum and its assessment and ensure that statutory requirements are met.</li> <li>• Ensure that students develop independent learning skills in order to learn more effectively and with increasing independence.</li> <li>• Determine, organise and implement a policy for the personal, social and moral development of all students.</li> <li>• Monitor and evaluate the quality of teaching and learning and standards of achievement of all students in the school through effective methods.</li> <li>• Ensure accountability structures are embedded throughout the organisation.</li> <li>• Determine and implement positive strategies and programmes which ensure excellent behaviour.</li> <li>• Promote inspirational classroom practice.</li> <li>• Develop effective partnership with parents and the wider community to support and improve students' achievement and personal development.</li> <li>• Promote the wider curriculum and ensure there is an extensive extra-curricular programme on offer for all students.</li> </ul>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>Management of Staff and Resources</b></p>	<ul style="list-style-type: none"> <li>• Lead, manage and develop the staff, including appraising and managing performance.</li> <li>• Promote harmonious working relationships within the school / academy.</li> <li>• Maintain relationships with organisations representing teachers and other members of the staff.</li> <li>• Work with the CET HR team to recruit and retain staff of the highest quality.</li> <li>• Make arrangements for the security and effective supervision of the school buildings, their contents and the grounds.</li> <li>• Working in conjunction with the CET Finance Team, set appropriate priorities for expenditure, allocation of funds and effective administration and control.</li> <li>• Manage and organise the accommodation efficiently and effectively to ensure it meets the needs of the curriculum, community use and health and safety regulations.</li> <li>• Work with colleagues to deploy and develop all staff effectively in order to maintain and improve the quality of education provided at CET.</li> <li>• Manage, monitor and review the range, quality and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money.</li> <li>• Plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities in a manner consistent with conditions of employment.</li> </ul>

	<ul style="list-style-type: none"> <li>• Implement and sustain effective systems for managing the performance of staff, ensuring high quality teaching and learning for all students on a daily basis.</li> <li>• Promote and monitor the continuing professional development of staff, including the induction, support and development of newly qualified teachers. Empower staff to take responsibility for their own development.</li> <li>• Ensure that a Deputy Headteacher, or suitable person, assumes responsibility for the discharge of the Headteacher's function at any time when absent from the school / academy.</li> <li>• Manage own workload and that of others to allow an appropriate work-life balance.</li> </ul>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>Security &amp; Accountability</b></p>	<ul style="list-style-type: none"> <li>• Develop an organisation in which all the staff recognise that they are accountable for the success of the school / academy.</li> <li>• Present a coherent and accurate account of the school / academy's performance in a form appropriate to the range of audiences, including the CE, Trust Board, LAB, the local community, Ofsted and others to enable them to play their part effectively.</li> <li>• Ensure that parents/carers and students are well informed about the curriculum, attainment and progress and about the contribution they can make in supporting their child's learning and achieving their potential.</li> <li>• To contribute to CET's strategic priorities by providing information, objective advice and support as required to enable it to meet its responsibilities for securing effective teaching and learning, improved standards of achievement, and for achieving efficiency and value for money.</li> </ul>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>Strengthening Communities</b></p>	<ul style="list-style-type: none"> <li>• Collaborate with the other schools across the Trust and beyond in order to share expertise and bring positive benefits to the whole Trust.</li> <li>• Collaborate at both strategic and operational levels with parents, carers and across multiple agencies for the well-being of all children.</li> </ul>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>Health &amp; Safety</b></p>	<ul style="list-style-type: none"> <li>• Promote the safety and well-being of pupils and staff.</li> <li>• Ensure good order and discipline amongst pupils and staff.</li> </ul>

## General

The Headteacher is a senior leadership role within CET and will be expected to work with the CE, the Trust Board and the CET Leadership Team to promote and develop CET in achieving its ambitions for the education of all pupils/students and other stakeholders. This role description should therefore be seen as a general guide and other duties may be required within the scope of this post as reasonably required.

All Headteachers are subject to the requirements of the National Standards of Excellence for Headteachers, as published and revised by the DfE. These criteria will form part of the post holder's professional development plan, appraisal and review which will be carried out by the CE and the Chair of the LAB.

## Person Specification

	Essential
<b>Qualifications/Training (Competencies)</b>	<ul style="list-style-type: none"> <li>• NPQH or willingness to undertake it within 2 years</li> <li>• Qualified Teacher Status</li> <li>• Degree, or equivalent</li> </ul>
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>• Senior leadership with a proven track record of continuous improvement and outstanding impact</li> <li>• Previous experience as a Headteacher (desirable)</li> <li>• Working / lead in all secondary stages 3,4 &amp; 5.</li> <li>• Managing and developing staff</li> <li>• Planning, guiding and evaluating strategic change</li> <li>• Effective working with parents and carers, LAB and partner organisations</li> <li>• Continuous professional development</li> <li>• Analysis of whole academy data</li> <li>• A commitment to system leadership</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Proven leadership skills, including leading strategic development</li> <li>• Able to communicate with confidence and positively engage with all members of the wider community</li> <li>• Management, development and motivation of staff through distributed leadership</li> <li>• Committed to academy-to-academy support and development</li> <li>• Sensitivity to individual needs</li> <li>• Planning, prioritisation, organisation, and delegation</li> <li>• Ability to embed a culture of sustained improvement</li> <li>• Leads by example and has ability to develop accountability in others</li> <li>• Ability to inspire, nurture and consolidate outstanding teaching</li> <li>• Resilience and responsiveness to changing priorities and demands</li> <li>• Confident, positive engagement with all members of the academy and wider community</li> <li>• Ambassador and diplomat for the Trust and individual academy's</li> <li>• Able to assimilate and manage financial and other data to achieve sound financial decision-making</li> </ul>

<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>Commitment to putting the safety and well-being of the child at the heart of every decision</li> <li>Confident and visible leader who has personal integrity and drive</li> <li>Enthusiasm and belief for what outstanding education can bring to every child</li> <li>Positive and creative response to change and challenge</li> <li>Innovative leadership in guiding exciting changes to our curriculum</li> <li>Belief in academy improvement through objective self-evaluation</li> <li>Ability to work in partnership with the Central Team, LAB and Trust Board in an open and transparent way</li> <li>The ability to listen effectively and the judgement to respond appropriately</li> <li>Commitment to embed our ICT capability into every aspect of provision</li> <li>Open-mindedness to new initiatives in education practice and management</li> <li>Fair and equitable behaviour at all times</li> <li>Able to manage expectations of the whole school community</li> </ul>
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<b>ADDITIONAL INFORMATION</b>	<p>It is the practice of this school periodically to examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the school's aim to reach agreement on any alterations. If this is not possible the Headteacher reserves the right to insist on changes to job descriptions after consultation.</p> <p>All external appointment are subject to Cumbria Education Trust's standard probation periods and assessment</p>
<b>SAFEGUARDING</b>	<p>Applicants for all posts must be willing to undergo safeguarding screening appropriate to the post.</p> <p>Cumbria Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p>

<https://www.cumbriaeducationtrust.org/>