

## **St Peter's Headteacher Job Description**

**Job Title: Headteacher**

**Grade: L16 – L22**

**Reports To: DSAT CEO & LGB**

**Salary Range: £57,077 - £66,017 p/a**

### **Main Job Purpose:**

To lead, develop and manage the new Academy effectively and efficiently, providing clear vision and positive, inclusive educational direction underpinned by the strong Christian values and ethos of the school and ensuring that the school's distinctiveness as a Church of England Academy is effectively maintained.

To work alongside the builders and appropriate persons to ensure that the school building is fit for purpose and resourced appropriately.

To:

- Monitor pupil recruitment - providing frequent updates, with supporting evidence, to the CEO.
- Staffing structure finalised and financially viable given likely number of pupils.
- Key appointments made and appropriate staff appointed, initially 3 class teachers, TA's/HLTA/Cover supervisor/Admin, cleaners etc.
- Produce curriculum plan.
- Schemes of work developed that cover at least the first year of opening.
- Produce three-year development plan/education brief (the overarching plan to which all other policies and plans relate).
- Pupil level assessment and accreditation plans in place.
- All policies the trust has a statutory duty to produce are in place.
- Source appropriate mid-day meal providers
- Begin staff induction and training.
- Ensure the school is prepared for an education adviser visit during the first term

To be accountable to the Trust CEO and the Local Governing Board (LGB), as well as external partners for maximizing the standards, progress and achievement of all pupils. Ensure the school meets all safeguarding and health and safety requirements. Leading by example, providing inspiration and motivation to the school community and ensuring that all statutory requirements are met.

- To be a key member of the Leadership Team, making a positive contribution to secure the long-term success of the Academy and, through close collaboration with the Chief Executive, the long-term success of DSAT;
- To specifically provide the day to day leadership and management which enables the Academy to give every pupil high quality education and which promotes the highest possible standards of achievement;
- To take the lead responsibility for teaching and learning at the Academy and be accountable for standards achieved;

- To prioritise the safeguarding of children and young people at all times;
- To be responsible for the day to day operation of the Academy;
- To take the prime lead in establishing a school presence for parents/carers at the Academy and to develop local community relationships, and links with partners;
- To ensure standards relating to health and safety and the maintenance and condition of buildings are met, reporting to governors/Chief Executive where additional resources and/or more strategic action are required;
- To report to the Governing Body on matters relating to the Key Stage progress outcomes at the Academy and on school specific issues;
- To be responsible for the effective deployment of staff across the Academy and, in conjunction with the Chief Executive, to contribute to the recruitment, management and deployment of staff across the Academies;
- To be responsible for the spending of any other budgets which the governing body may decide to allocate to each school, ensuring the efficient management of all resources;

### **Line Management Responsibilities:**

All teaching and non-teaching academy staff.

### **Main Duties:**

#### **1. To shape the future of the Academy by:**

- Working under the direction of the Chief Executive, and in close cooperation with other Academy Heads, to ensure the long term success of the Academy.
- Contributing to, and communicating, the Trust's shared vision which expresses core values and purpose and implementing the vision through agreed objectives, policies and operational plans at the Academy.
- Maintaining and continuing to develop a shared vision for the aims of the academy which inspires and motivates pupils, staff and the whole community, underpinned by the strong Christian values and ethos of the school.

Motivating others to create a shared learning culture and positive climate.

#### **2. To lead and manage teaching and learning by:**

- Establishing creative, responsive, inclusive and effective approaches to learning and teaching and promoting improvement strategies to assist in the modelling of best practice of teaching and monitoring to shape good practice for all academies in the Trust.
- Working in collaboration with the CEO, LGB, senior leadership team and all staff to develop a culture of high expectations and stretching targets for the whole school community including a continuous and consistent Academy-wide focus on pupils' achievement, using data and benchmarks to monitor progress.
- Ensuring that the curriculum focuses on the necessary priorities so that all pupils make excellent progress and achieve high attainment in reading, writing and mathematics.
- Tackling under-performance at all levels in conjunction with the Chief Executive.
- Implementing robust procedures for monitoring and evaluating the quality of teaching learning effectively to ensure that all groups of pupils, including those eligible for the pupil premium and disadvantaged pupils, are enabled to make maximum progress.
- Ensuring that the curriculum is broad and balanced to meets pupils' needs and interests, increasing the range of learning opportunities as well as promoting their spiritual, moral, social and cultural development.

- Consistently applying policies and procedures and actively seeking to work collaboratively within DSAT.
- Pursuing excellence and modelling professional standards in all aspects of the head teacher's role in conjunction with the principal vision of DSAT.

### **3. To manage and develop self and others by:**

- Recruiting and selecting high quality staff within the structure of employment legislation ensuring that staff management policies are consistently applied in conjunction with the DSAT HR Manager.
- Developing and maintaining effective strategies and procedures for staff induction, and ensuring that there is a strong link between performance review, appraisal and professional development.
- Promoting and maintaining a culture of high expectations for self and others through regularly reviewing own practice, setting personal targets and taking responsibility for own development.
- Ensuring effective planning, allocation, support and evaluation of work of teams and individuals including developing, empowering and supporting staff to work as a team and recognise their individual accountability.

### **4. To lead change and improvement by:**

- Ensuring the smooth day-to-day running of the Academy, liaising with the LGB and reporting directly to the Chief Executive where appropriate.
- Contributing to, and articulating, an ethos which enables everyone to work collaboratively and which reflects the ethos of the Trust. Using self-evaluation to identify academy improvement plan objectives working in conjunction with the DSAT finance officer to ensure sound financial planning.
- Identifying key priorities, which focus on accelerating pupils' achievement and progress in conjunction with external advisors through engaging with internal mechanisms in the improvement planning process in order to maximise outcomes for pupils and ensure that every individual child has access to high quality teaching and learning.
- Under the direction of the Chief Executive, recruiting, retaining and deploying staff appropriately within the Academy.
- Implementing rigorous self-evaluation procedures, maintaining all self-evaluation documentation and ensuring that individual staff accountabilities are clearly defined, understood and agreed within the School or phase.

### **5. To use resources effectively by:**

- Working with the DSAT Finance Officer and LGB to ensure that the financial resources available to the academy are managed effectively and in accordance with DSAT financial regulations in terms of teaching, learning, personnel and premises.
- Ensuring that the pupil premium funding is used to overcome barriers to learning and that there are strong links between the deployment of staff and resources and pupils' achievement.
- Ensuring that appropriate resources are allocated for staff development and the priorities identified in the Academy Improvement Plan.
- Reviewing the professional development needs of staff and providing opportunities for professional and career development both internally within DSAT and externally where appropriate.

## **6. To ensure safeguarding requirements are met by:**

- Fully complying with the Trust's safeguarding policy and taking responsibility for promoting the welfare of all children and young people as Designated Safeguarding Lead.
- Creating an organisational culture of safety, including e-safety, which is vigilant to, monitors, and prioritises the safeguarding of children and young people at all times, ensuring that appropriate policies and procedures are in place and are followed by staff, and working with other relevant agencies where appropriate.
- Ensuring that the single central record is maintained and ensuring that the academy's arrangements for safeguarding children are fully in line with the current requirements of the Local Safeguarding Children Board and DSAT.
- Complying with the Health and Safety at work requirements in accordance with legislation and agreed guidelines.
- Monitoring attendance and following up pupil absence rigorously.
- Complying with the data protection requirements and maintain the security of all documents and information, in accordance with legislation and agreed guidelines.

## **7. To promote the school's Church and community links by:**

- Promoting and maintaining positive relationships with parents, other schools, churches, community groups and external agencies; providing relevant information to all stakeholders.
- Collaborating with other agencies to ensure pupil and community needs are met and to ensure a range of community-based learning experiences.
- Being a proactive ex officio member of the LGB, providing information to enable DSAT to meet its statutory obligations.
- Continuing to foster links between the local schools, church and diocese to promote the pastoral and spiritual life of the school and leading regular acts of collective worship in accordance with DSAT and the aims of the DBE.
- Promoting and ensuring equality and fairness including positive strategies for challenging racial and other prejudice.

This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the business. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.