

**Job Description: Headteacher (Reviewed December 2020)**

The overall purpose of the post of Headteacher at Wyvern Academy is to provide vision, leadership and direction for the school, ensuring that it is managed and organised to meet its aims and objectives. The Headteacher also seeks to secure the commitment of the wider community of the school by developing and maintaining appropriate networks and relationships.

**Vision and core purpose**

* Articulate clear values and moral purpose for the leadership of Wyvern Academy, focused on providing an outstanding education for our pupils
* Effectively communicate the school's vision and drive the strategic leadership, empowering all pupils and staff to excel
* Model positive relationships and attitudes towards our students, and to engage parents, trustees and members of the local community in the constant improvement of all that we do
* Ensure that the education and interests of our pupils and their families are at the centre of everything we do at Wyvern Academy

**Meeting our objectives through improving learning and achievement in the classroom**

* Lead the improvement and development of Wyvern Academy on the basis of evidence and knowledge about effective practice, and to promote a strong culture of continuous professional development for our staff
* Demonstrate an awareness of local and national policy for education in general and SEN and through this knowledge ensure policy is reflected in our core vision and purpose
* Ensure that our school’s development as an academy is consistent with our core objectives and seeks further to serve our local community
* Demand ambitious standard for all our pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes
* Maintain and secure outstanding teaching for all students through an understanding of the features of successful classroom practice and curriculum design

**Leadership and management**

* Promote the sharing of best practice between teachers and a culture where less good practice is challenged and improved
* Create an ethos where all staff are motivated and supported to develop their own skills and subject knowledge and to support each other
* Identify emerging talents at all levels in Wyvern Academy, coaching current and aspiring leaders in a climate where excellence is the standard, leading to good succession planning
* Hold all staff to account for their professional conduct and practice
* Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity
* Provide a safe, calm and well-ordered environment for all students and staff, with a strong focus on safeguarding and the development of exemplary behaviour in school and in the wider society
* Establish, implement and maintain rigorous and transparent systems for managing the performance of all staff, addressing under-performance, supporting staff to improve and valuing excellent practice
* Welcome strong governance and actively support the Trustee board to deliver its functions ever more effectively — in particular its functions to set school strategy and hold the Headteacher to account for pupil, staff and financial performance
* The Headteacher as accounting officer must take personal responsibility (which must not be delegated) for assuring the Trustee board that there is compliance with the ESFA's financial handbook, the funding agreement and all relevant aspects of company and charitable law
* Exercise strategic curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of achievement and the school's sustainability
* Ensure the sound financial management of the school in accordance with the ESFA’s Academies Financial Handbook and funding agreement
* Ensure that effective facilities management procedures are in place for the security and supervision of the school and that such resources are managed to meet the needs of the curriculum and to comply with all relevant Health and Safety regulations
* Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making

**Wider engagement and contribution**

* Develop the capacity of Wyvern Academy to work with other schools and improve the quality of education at system level
* Develop effective relationships with other services to improve academic and social outcomes for all pupils
* Use evidence-based research to help contribute to self-improvement and school led systems
* Make Wyvern Academy a centre of good practice in initial and continuing teacher education
* Inspire and influence others — within and beyond the school —to believe in the fundamental importance of education in young people's lives and to promote the value of education for pupils with severe, profound and complex learning difficulties, including autism

**Notes:**

1. The full range of professional duties of a Headteacher are set out in the Headteachers’ Standards, updated October 2020 (<https://www.gov.uk/government/publications/national-standards-of-excellence-for-headteachers>)
2. This job description will be reviewed at least once a year and may be subject to modification or amendment after consultation with the postholder

Signed Date(Signed to indicate receipt)