



Job Description for Executive Director/Headteacher

Post Title	Headteacher of Hacton Primary School / Executive Director of Primary Hub
Purpose:	<ul style="list-style-type: none"> To provide professional leadership and management of Hacton Primary School, that will promote a secure foundation from which to achieve outstanding standards in all areas of work and practice. To provide professional leadership and management of the Primary Hub and put in place the structures and staff to deliver the Trust's educational vision, including trust school improvement capabilities, training and ongoing professional support. To foster relationships between the academies in the Primary Hub and their school communities.
Reporting to:	Chief Executive of the Empower Learning Academy Trust and the Local Governance Committee.
Line Managed by:	Chief Executive and accountable to the Local Governance Committee.
Responsibilities:	<ul style="list-style-type: none"> Ensure agreed success criteria are met. Provide vision, leadership and direction. Effectively lead teaching and learning. Promote excellence, equality and high expectations of all students. Deploy resources to achieve the Trust's aims. Evaluate the primary academies' performance accurately and identify priorities for continuous improvement. Carry out day-to-day management, organisation and administration at Hacton Primary School. Oversee the support/improvement work of Primary Hub resources. Secure the engagement of the wider community. Create a safe and productive learning environment that is engaging and fulfilling for all students.
Liaising with:	All teaching staff; all support staff; Chief Executive, Fellow Headteachers, Trustees, members of the Local Governance Committee, Senior and Middle Leaders, LA officers, Parents and external parties.
Tier:	Leadership

MAIN (CORE) DUTIES	
Strategic Direction & Shape the future:	<ul style="list-style-type: none"> • Work with the Chief Executive, Trustees, the Local Governance Committee and other key stakeholders to develop the vision for the Primary Hub within the Trust's vision and ensure it is clearly articulated, shared, understood and acted upon effectively by all. • Work with the team and external partners to develop an approach to teaching and learning that is genuinely inspirational. • Work within the primary schools' communities to translate the primary academies' visions into agreed objectives that promote and sustain improvement. • Demonstrate the Trust's values in everyday work and practice and inculcate them through the role. • Motivate others within the Primary Hub and Academy's community to create a shared culture and positive environment. • Ensure that strategic planning takes account of the diversity, values and experience of the Academy and its community.
Manage the organisation:	<ul style="list-style-type: none"> • Create an organisational structure that facilitates delivery of the strategic goals of the Trust and enables management processes to work effectively and efficiently in line with legal requirements. • Produce and implement clear, evidence-based plans and policies to improve outcomes for students and develop the Academy and its facilities. • Ensure that policies and practices take account of national and local circumstances, policies and initiatives and the Trust's expectations. • Manage the Academy's financial resources effectively and efficiently to achieve the Academy's educational goals and priorities. • Recruit, retain and deploy staff appropriately and assist in managing their workload and wellbeing to achieve the Trust's vision and goals. • Implement effective performance management processes for all staff. • Manage the Academy's environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety policy and regulations. • Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all students and provide value for money.
Develop self and work with others:	<ul style="list-style-type: none"> • Regularly review own practice, set personal targets, and take responsibility for own personal development. • Develop and maintain effective strategies and procedures for staff induction, professional development and performance reviews. • Treat people equitably and with dignity and respect to create and maintain a positive culture across the Academy and the Primary Hub.

	<ul style="list-style-type: none"> • Ensure clear delegation of tasks and responsibilities, so that teams and individuals undertake effective planning, allocation, support and evaluation of work. • Monitor responsibilities and celebrate achievements of teams and individuals. • Build a collaborative learning culture within the Primary Hub and the Academy and actively engage with other schools within and beyond the Trust to build wider effective learning communities. • Manage own workload and that of others to facilitate an appropriate work/life balance.
Secure Accountability:	<ul style="list-style-type: none"> • Fulfil commitments of accountability to the Chief Executive, the Local Governance Committee and Trust Board. • Work with the Trust Board and Local Governance Committee, providing information, objective advice and support, to enable it to meet its responsibilities. • Develop an ethos that enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes. • Ensure individual staff accountabilities are clearly defined, understood, agreed, and subject to rigorous review. • Develop and present a coherent and accurate account of the performance of the Academy and other academies within the Primary Hub to a range of audiences, including the Chief Executive, Trustees, members of the Local Governance Committee, parents and carers.
Lead on teaching and learning:	<ul style="list-style-type: none"> • Maintain a consistent and continuous Hub-wide focus on students' achievement, using data and benchmarks to monitor progress in every child's learning. • Ensure that learning is at the centre of strategic planning and resource management. • Create a culture and ethos of challenge and support where all students can achieve success and be fully engaged in their own learning. • Demonstrate and articulate high expectations and set stretching but fair targets for the Primary Hub and the academies within it. • Implement strategies that secure high standards of behaviour and attendance. • Design and implement a diverse, flexible curriculum that best meets the needs of the local community and operate an effective assessment framework in line with Trust expectations. • Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of students.

	<ul style="list-style-type: none"> • Monitor, evaluate and review classroom practice and promote improvement strategies.
Strengthen Community:	<ul style="list-style-type: none"> • Build a culture and a curriculum that takes into account the richness and diversity of the Academy's communities. • Provide learning experiences for pupils that make use of the local community and environment. • Collaborate with other agencies to promote the academic, spiritual, moral, social, emotional and cultural well-being of students and their families. • Create and maintain an effective partnership with parents and carers to support and improve students' achievement and personal development. • Seek opportunities to invite parents and carers, community figures, businesses or other organisations into the Academy to enrich the Academy and its value to the wider community. • Co-operate and work with relevant agencies to protect children.
Additional Duties:	<ul style="list-style-type: none"> • To oversee the successful operation of the Academy's specially resourced provision. • To play a full part in the life of the Academy's community, to support the Trust's vision and values and to encourage and ensure staff and students follow this example. • To lead the Primary Hub's executive leadership group and contribute to the Trust's executive leadership group • To contribute to/lead relevant initiatives across the Trust.

Other Specific Duties:

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task required to be undertaken may not be identified.

The Executive Director will be expected to comply with any reasonable request made by the Chief Executive / Chair of the Local Governance Committee / Chair of the Trust Board to undertake work of a similar nature that is not specified in this job description.

The Executive Director is expected to act with the highest integrity and in an ambassadorial manner at all times and to all people in representing the Academy and the Trust.

This job description is current at the date shown, but will be reviewed annually as part of the Performance Management process or at any other appropriate time as determined by the Chief Executive / the Chair of the Local Governance Committee / The Chair of the Trust Board.

National Standards for Headteachers

This job description is based on the Department for Education (DfE)'s National Standards for Headteachers, and the Common Core of Skills and Knowledge for the Children's Workforce.

The Principal will carry out his/her professional duties in accordance with, and subject to, the National Conditions of Employment for Headteachers, and Education and Employment legislation.

The Principal is accountable to the Chief Executive and the Local Governance Committee for the standards achieved and the conduct, management and administration of the Academy, subject to any policies that the DfE may introduce. This job description is subject to annual review.

Signed:

(Postholder) Date:

PERSON SPECIFICATION

Candidates' suitability for the post will be assessed against requirements and expectations as set out in the National Standards for Headteachers. The Local Governance Committee will, during the formal interview stage, explore issues relating to safeguarding and promoting the welfare of children. Before making an application, candidates are asked to match their qualifications, skills, abilities and experience against the criteria listed below.

[illegible]

MEASURED BY KEY:

APP = Application form including the letter of application

FI = Formal interview

RE = References

AS = assessment activities