

## Job description for Executive Headteacher, Caddington and Slip End Federation

<b>Job title:</b>	Executive Headteacher
<b>Grade:</b>	Group 4 ISR 15-21
<b>Job purpose:</b>	To provide leadership in the organisation and management of the schools, staff, pupils and premises
<b>Responsible to:</b>	The Governing Body

The Headteacher will take overall responsibility for the organisation, management and conduct of the schools' federation. This will be in accordance with the Articles of Government, the Conditions of Employment of Headteachers and the National Standards of Excellence for Headteachers, the policies of the Local Authority, and in consultation with the Governing Body and the Director of Children's Services.

### **Core purpose:**

The Headteacher will provide strategic leadership and direction for the maintenance of high standards for pupils, good quality teaching and continuous school improvement across the federation. This includes the development of effective partnerships within the wider community, building on existing links.

### **Strategic Leadership:**

- Lead by example; provide consistent and motivational leadership
- Work with the Governing Body to develop the shared vision and strategic plans for Caddington Village School and Slip End Village School
- Plan and organise effectively to ensure that strong outcomes are achieved and sustained by all members of staff
- Critically evaluate performance and ensure that performance targets are achieved for all groups
- Establish collaborative partnerships with all stakeholders and the Governing Body
- Work closely with parents and the wider community
- Demonstrate resilience and motivation to deal with day to day challenges whilst maintaining clear, strategic direction.
- Develop leadership capacity at all levels through coaching, mentoring and other appropriate means
- Maximise opportunities for sharing of good practice across the federation
- Promote wellbeing and work life balance for all staff

### **High quality teaching and learning:**

- Secure and sustain high quality teaching and learning through sound strategies of monitoring and evaluation of the quality of education and pupil outcomes, setting targets for improvement
- Ensure that robust assessment data analysis is used to set challenging targets, and provide support where it is needed by staff or pupils

- Ensure that effective and appropriate pastoral support is available to children
- Develop an inclusive and supportive approach so that children know that they are welcome and are encouraged to reach their full potential
- Instil a culture of high expectations in all aspects of school life
- Motivate and enable all staff to carry out their roles to the highest standard, through high quality continuing professional development

**Systems and process:**

- Work with the School Business Manager to build a sustainable budget reflecting the future needs of the school
- Ensure the regular monitoring of the budget and effective use of resources
- Ensure that all senior and middle leaders have clear responsibilities and accountabilities
- Ensure agreed reporting mechanisms are in place for the Governing Body
- Ensure that robust safeguarding procedures are in place and clearly communicated
- Ensure that Health and Safety procedures are rigorously followed and understood by all staff

This job description summarises the responsibilities and duties of the Executive Headteacher. Full details of statutory professional duties and tasks are set out in the School Teachers' Pay and Conditions Document 2020.