

## Wymondham High Academy Headteacher Job Description

<b>Name:</b>	
<b>Salary range or job grade:</b>	Leadership scale 32 - 36
<b>Responsible to:</b>	Trust board, Trust Executive team and LGB
<b>Responsible for:</b>	Leadership and Outcomes
<b>Effective Date:</b>	1 <sup>st</sup> January 2023 (or 1 <sup>st</sup> April 2023)

<b>Role and Context</b>	
<b>Job Purpose:</b>	The post holder will be accountable for providing professional leadership and management of Wymondham High Academy that will promote a secure foundation from which to achieve high standards in all areas of the Academy's work.
<b>Dimensions:</b>	<p>Approximately 1800 school students.</p> <p>To be a visionary leader</p> <p>To further raise standards</p> <p>To deliver a continuous programme to manage the development of the Academy</p> <p>To ensure efficient and impactful systems and processes in all Academy matters</p>
<b>Relationships:</b>	<p>Works closely with:</p> <ul style="list-style-type: none"> <li>• Trust Executive Officers</li> <li>• SLT – Educational and operational</li> <li>• Support Staff Managers</li> <li>• Middle Leaders</li> <li>• All teaching and non-teaching staff, pupils, parents, LGB and Trust Board</li> </ul>
<b>Other Job Information:</b>	The post holder will be expected to fulfil the Teachers' professional standards and to carry out the professional duties as set out in the current School Teachers' Pay and Conditions Document.

<b>Principal Accountabilities</b>	
To achieve success, the Headteacher will:	
<b>1.</b>	Provide vision, leadership and direction;
<b>2.</b>	Effectively manage teaching and learning; Effectively lead and manage the support functions of the Academy;
<b>3.</b>	Promote excellence, equality and high expectations of all students; promote excellence, equality and high expectations for all staff;
<b>4.</b>	Create a safe and productive learning environment that is engaging and fulfilling for all students;
<b>5.</b>	Evaluate the Academy's performance and identify priorities for continuing improvement; secure the identified improvement;

6.	Deploy resources to achieve the Academy's aims;
7.	Carry out day-to-day management, organisation and administration;
8.	Secure the commitment of the wider community.

### **Key Performance Indicators**

- Attainment and progress of all pupils at all key stages
- Ofsted performance
- Eradication of interdepartmental difference in performance
- Eradication of the difference in progress of groups of pupils with a specific focus on the pupil premium and high prior attainers
- Growth in pupil numbers or maintenance of PAN for each year group
- Satisfaction surveys related to performance of staff and teams
- Value for money for the organisation

## **Key Competencies**

### **Strategic direction and shaping the future**

- Work with the Governing Body, Executive Team and other key stakeholders to ensure Wymondham High Academy's vision is clearly articulated, shared, understood and acted upon effectively by all;
- Work with the Governing Body and Executive Team to develop an approach to teaching and learning that is genuinely transformative;
- Work within the school community to translate the Academy's vision into agreed objectives that promote and sustain improvement;
- Demonstrate the Academy's values in everyday work and practice;
- Motivate and work with others to create a shared culture and positive environment;
- Ensure that strategic planning takes account of the diversity, values and experience of Wymondham High Academy and the community.

### **Managing the organisation**

- Create an organisational structure that reflects the Academy's values, and enables management processes to work effectively in line with legal requirements;
- Produce and implement clear, evidence-based improvement plans and policies for the development of the Academy and its facilities;
- Ensure that policies and practices take account of national and local circumstances, policies and initiatives;
- 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 to achieve the Academy's vision and goals;
- Implement effective performance management processes with all staff;
- Manage the Academy environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety 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;
- Use and integrate a range of technologies effectively and efficiently to manage the Academy.

### **Leading learning and teaching**

- Ensure that learning is at the centre of strategic planning and resource management;

- Demonstrate and articulate high expectations and set stretching targets for the whole Academy community;
- Monitor, evaluate and review classroom practice and promote improvement strategies;
- Challenge underperformance at all levels and ensure effective action and follow-up;
- Maintain a consistent and continuous all-inclusive focus on students' achievement, using data and benchmarks to monitor progress in every child's learning;
- Create a culture and ethos of challenge and support where all students can achieve success and become engaged in their own learning;
- Implement strategies that secure high standards of behaviour and attendance;
- Determine and implement a diverse, flexible curriculum and implement an effective assessment framework;
- Take a strategic role in the deployment of new and emerging technologies to enhance and extend the learning experience of students.

### **Developing self and working with others**

- Regularly review own practice, against the "National Standards of Excellence for Headteachers", 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, with dignity and respect to create and maintain a positive culture across the Academy;
- Ensure clear delegation of tasks and responsibilities, so that teams and individuals undertake effective planning, allocation and evaluation of work;
- Acknowledge responsibilities, recognise skills and talents and celebrate the achievements of teams and individuals;
- Build a collaborative learning culture within the Academy and actively engage with other schools to build effective learning communities;
- Manage own workload and that of others to ensure an appropriate work/life balance.

### **Securing accountability**

- To be accountable to the Executive Team, Trust Board and Governing Body;
- Work with the Executive Team and Governing Body, providing information, objective advice and support, to enable it to meet its responsibilities;
- Promote 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 Academy's performance to a range of audiences, including Governors, parents and carers;
- Co-operate and work with relevant agencies to protect children and young people.

### **Strengthening community**

- Collaborate with other agencies to promote the academic, spiritual, moral, social, emotional and cultural well-being of students and their families;
- Ensure learning experiences for students are integrated with the local and wider communities;
- Create and maintain an effective partnership with parents and carers to support and improve students' achievement and personal development;
- Actively engage with parents and carers, community figures, businesses and other organisations to enrich the Academy and its value to the wider community;
- Co-operate and work with relevant agencies to protect children and young people;

- As part of the Wider Executive Team, collaborate with senior leaders across the MAT and promote the work of the Trust.

**General Information and review:**

- The job specification details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes for the job. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder.
- All work performed/duties undertaken must be carried out in accordance with relevant school policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Post holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

**Signature:**

**Date:**