

Pioneer Educational Trust
Job description:
Headteacher & Designated Safeguarding Lead (DSL)

Overall Purpose:

To pioneer an exceptional education for all at Trevelyan Middle School and Pioneer Educational Trust.

Key information:

Department:	Pioneer Educational Trust
Working with:	Pioneer Executive Team, Headteachers and Leadership teams, line manager and staff at all levels
Line Managed by:	The Director of Education
Working pattern:	
Location:	Trevelyan Middle School and across Pioneer Educational Trust when required
Salary:	L20 - 25
Notice period:	Three months' notice, and four months in the Summer term, terminating at the end of a school term

Vision for the role:

- To lead Trevelyan Middle School, ensuring an exceptional education for all
- To role model and foster in staff the behavioural dynamics from the Pioneering Leadership Framework
- To meet and exceed local, regional, and national benchmarks of an exceptional education
- To be deliberately developmental and pioneer new approaches that result in an exceptional educational for all, a great place to work, and ethical, impactful leadership that serves our community

Expectations for the Headteacher

Pioneer Educational Trust expects the Headteacher to demonstrate that they possess the requisite leadership knowledge, skills, experience, and personal and professional capacities and dispositions to undertake this role. Candidates should demonstrate a deep understanding, alignment, and active commitment to Pioneer Educational Trust's ethos and work, including our mission, vision, values, policies, practices, and frameworks. In particular, candidates should demonstrate the following leadership behaviours:

- **Seek heat:** Having high levels of emotional resilience and the capacity to find joy in complexity, overcome challenges, and learn incessantly.
- **Welcome accountability:** The ability to confront reality, embrace responsibility, and drive innovative solutions
- **Communicate with clarity and candour:** The skill to communicate in effective, timely, sensitive, and respectful ways, adapting to audiences, and delivering complex messages with clarity, candour and credibility.
- **Build trust:** The ability to form, develop, and sustain effective and ethical relationships from across the community, including staff, parents/carers, pupils, governors, trustees, and Pioneer Educational Trust staff
- **Use self-awareness to self-regulate:** Having accurate self-knowledge and the ability to act with intentionality, flexing leadership approaches as appropriate to the needs of the context, maintaining optimism, joy, and determination when challenged.
- **Serve others:** Using leadership to serve our communities through intelligent collaboration, building and contributing to diverse networks, and developing and inspiring others to action.

Key Responsibilities:

- Meet and exceed all of the Teacher and Headteachers standards, including the ethics and professional conduct expected of headteachers.

- Deliver an exceptional school culture by establishing and modelling a culture of high expectations and inclusivity, ensuring all pupils thrive and reach their potential.
- Lead on the development of high-quality teaching by providing staff with strategic and targeted professional development opportunities that improve classroom practice.
- Oversee the design and delivery of a broad, balanced, ambitious, and inspiring curriculum that meets the needs of all pupils and is underpinned by effective assessment.
- Implement and sustain a consistent and effective behaviour policy that fosters a respectful and safe learning environment.
- Ensure early identification and effective inclusion and support for pupils with SEND, working collaboratively and effectively with staff, families, and external agencies, and ensuring all statutory duties are fulfilled.
- Foster a culture of continuous learning by implementing a high-impact professional development programme for all staff.
- Ensure the efficient management of school resources, including staffing, budget, and facilities, to create a sustainable and inspiring learning environment.
- Develop and implement a clear school improvement plan, using data analysis and research-informed strategies to drive decision-making and expert skills in implementation to address priorities and sustain improvement.
- Build strong partnerships with parents, carers, colleagues across Pioneer Educational Trust, governors, trustees and the wider community to enhance pupils' education and well-being.
- Act as Designated Safeguarding Lead, ensuring a culture of safeguarding and health and safety. Ensure all statutory duties and actions aligned to Pioneer Educational Trust's safeguarding policy are implemented effectively and in a timely manner, including ensuring collaborative and constructive working with key partners and agencies, such as LA safeguarding teams, social workers, the LADO, etc.
- Work closely, positively, and collaboratively with Pioneer Educational Trust, school governors, and trustees to ensure transparency, accountability, and strategic alignment with the school's vision and ensuring all statutory responsibilities are met.
- Act within Pioneer's Code of Conduct at all times, working to collaborate with colleagues and other stakeholder groups.

General responsibilities:

- Fulfil all general responsibilities (such as covering for absent colleagues, emergencies, attending meetings and training, etc) as appropriate to the role.

Professional competence and behaviour:

- Undertake appropriate and regular training and development to maintain knowledge and improve practice;
- Keep up to date with industry and education relevant legislation;
- Act within Pioneer's Code of Conduct at all times.

Ethical standards and integrity:

- Act within the framework for ethical leadership in education, i.e. [The Nolan Principles](#)
- Act in line with the Pioneering Leadership framework

Data Protection and confidentiality:

Safeguard all confidential and personal data acquired as a result of professional relationships and not use it for personal advantage or for the benefit of third parties.

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 1984 and General Data Protection Regulation (UK GDPR) (2018).

The post holder must be aware that any information held Pioneer, in theory, could be requested by the public, including emails and minutes of meetings. It is, therefore, essential that records are accurately recorded and maintained in accordance with the Pioneer's policies and procedures.

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Pioneer and our family of schools or to the health and personal affairs of students and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation and you will be required to know when or what information can be shared and in what circumstances it is appropriate to do so.

Safeguarding:

Pioneer Educational Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and young people to share this commitment and to undergo appropriate checks, including enhanced Disclosure & Barring Service checks.

The postholder is required to demonstrate their commitment to promoting and safeguarding the welfare of children and young people in Pioneer and our family of schools. All staff are required to maintain appropriate professional boundaries in relationships with children and young people and with all members of Pioneer's community and outside agencies, and exercise sound professional judgment, which always focuses upon the best interests of the students and Pioneer

Additional notes:

Whilst every effort has been made to outline the main responsibilities of the post each individual task undertaken may not be identified. Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job profile.

Pioneer will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description should not be taken as an exhaustive description of the role and is, rather, indicative of the types of responsibility covered by this job. This job profile is current but may be modified, with agreement, by Pioneer to reflect or anticipate changes in the job commensurate with the grade and job title.