

JOB DESCRIPTION

Headteacher

Date Effective: September 2023

Responsible to: Chief Executive and Local Governing Body

Accountable to: Board of Trustees

Purpose

- To be accountable for the effective leadership and management of the School.
- Be ambitious for the education of all students by engaging fully in the operation and development of the Trust.
- Be a strong ambassador for both the School and Trust, demonstrating a visible and supportive presence for students, staff, parents and other stakeholders.

Key Responsibilities

1. Be accountable for the overall strategic management and operational activity of the School, at all times fostering the School's positive, caring and inclusive Christian vision of "Life in all its Fullness" whilst promoting an understanding of and respect for other faiths and cultures, to include leading collective worship.
2. Value and develop the ongoing strength of the leadership team, and in turn the wider staff of the School.
3. Lead in the provision and delivery of excellent learning and teaching based on a broad and balanced curriculum that meets the needs of all learners.
4. Continue to raise standards across the School with particular reference to academic performance so that all pupils achieve to the very best of their ability, whilst upholding a Christian understanding of the purpose of education being to enable children to flourish and fulfil their potential, whatever their starting point.
5. Implement the vision of school improvement in the context of the School and lead the staff and governing body to review and evaluate the effectiveness of the School in relation to the School Development Plan and the Trust Development Plan.
6. Be accountable to Trustees and report to the School's governing body on progress made against School Development Plan and Trust Development Plan objectives, making recommendations as to future priorities and actions.

"Life in all its fullness John 10:10"

7. Establish a reflective culture through a process of rigorous self-evaluation, including quality assurance and performance management at all levels.
8. Develop, inspire and motivate effective teams in order to deliver high quality education and thereby raise standards across the school.
9. Fulfil an active and progressive role in respect of the wider Trust, including engaging effectively with the CEO and other members of the executive team.
10. Work effectively with Trust and external school improvement advisers, continuously seeking opportunities for meaningful assurance on practises and standards.
11. Further develop collaboration with a variety of stakeholders (including the Diocese, local churches and the community) and with local, national and international partners. Of key importance is the continuation and strengthening of the Associated Sixth Form.
12. Ensure effective management of the School to include finance, health and safety, data protection and also the appropriate deployment of resources in support of achieving the best possible outcomes for pupils.
13. Operate within the scope of the Scheme of Delegation and work closely with the Local Governing Body to enable them to do likewise.
14. Engage with pupils, parents and other stakeholders in order to represent the school.

General Requirements

1. Fulfil all the requirements and duties as set out in the School Teachers' Pay and Conditions Document relating to the Conditions of Employment of Headteacher.
2. Meet the [Headteachers' Standards](#) as published by the DfE.
3. Seek to achieve any performance criteria, objectives or targets agreed with or set by the School's governing body or agreed with or set by the Trust board in accordance with the requirements set out in the agreed School Teachers' Pay and Conditions Document.
4. Promote and safeguard the welfare of all children and young people within the Trust and School, by ensuring that the Trust's and School's policies and procedures relating to safeguarding children and child protection are fully implemented and followed by all staff; resources are allocated to allow staff to discharge their responsibilities; and that staff, pupils, parents and others feel able to raise concerns and that these are addressed sensitively and effectively.
5. Undertake other duties as defined by the Chief Executive, as required from time to time.

This Job Description may be amended at any time after consultation with the post holder.

PERSON SPECIFICATION

Headteacher

The Selection Panel will require evidence that you work within the Headteachers' Standards. In addition, there will be a particular focus on the following key competencies:

Key Competencies	Essential on appointment
High expectations of self and others	x
Clear strategic thinking	x
Skilful communication according to audience	x
Partnership working	x
Adhering to principles and values	x
Rational, risk-informed decision making	x

The Selection Panel will be looking for evidence that the candidate has demonstrated their ability to fulfil the following criteria:

	Essential on appointment	Desirable on appointment
QUALIFICATIONS AND TRAINING		
Qualified Teacher status	x	
Graduate or equivalent	x	
Evidence of continuous professional development including leadership and management, curriculum, teaching and learning and safeguarding	x	
EXPERIENCE AND SKILLS		
Commitment to promote and model the Christian vision that underpins the St. Aidan's School Church of England foundation	x	
Senior leadership experience in a school with a Christian character and vision, to include leading collective worship		x
Highly effective and credible leader, who inspires the respect and support of others	x	
Proven track record of progressive and effective secondary school senior leadership in an organisation of significant scale and complexity	x	
Experience of successfully leading preparation for Ofsted inspection through evidence-based self-evaluation and wider assurance mechanisms	x	



	Essential on appointment	Desirable on appointment
Experience of successfully leading preparation for SIAMS inspection		x
A clear understanding of the current educational landscape, including the context of a school operating as an effective part of a multi academy trust	x	
Demonstrable experience of having worked effectively with the executive leaders of a multi academy trust to the benefit of school and trust		x
Demonstrable experience of having worked effectively with a governing board	x	
A strong belief in the ability of every student to achieve their potential and corresponding commitment to inclusion and pastoral care	x	
Demonstrable success in monitoring and raising of educational standards	x	
Clear evidence of strategic planning and budget management which has brought about organisational change whilst achieving a balanced budget	x	
Experience of curriculum-led financial planning with demonstrable evidence of its implementation in relation to managing staff costs		x
Demonstrable success in building, developing and leading teams	x	
Strong analytical and problem-solving skills	x	
Significant experience of accurately assessing the quality of learning and teaching and providing constructive feedback, in order to drive continuous improvement	x	

SAFEGUARDING	Essential on appointment
These criteria will be tested at interview. Please note this post is also subject to a satisfactory enhanced DBS disclosure	
Demonstrate a leadership commitment to all aspects of safeguarding and the welfare of children and young people	x
Ability to form and maintain appropriate relationships and personal boundaries	x
Emotional resilience in working with challenging behaviours	x
Appropriate use of authority and discipline	x