



**CHILDREN'S SERVICE  
SCHOOLS AND LEARNING**

**EXECUTIVE HEADTEACHER JOB DESCRIPTION –  
SQUIRES LANE LEARNING FEDERATION**

**Based on the National Professional Standards for Headteachers**

The Headteacher will provide professional leadership for the schools to secure success and improvement. By working with the governing body, motivating and supporting all staff and managing the day-to-day operation of the schools, s/he will ensure that all our pupils benefit from high quality education and achieve high standards.

The Executive Head Teacher will be responsible for:

<b>A      Shaping the future</b>
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S/he will:

- Ensure the vision for the federation is clearly articulated, shared, understood and acted upon effectively by all
- Work within the federation community to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement
- Demonstrate the vision and values in everyday work and practice
- Motivate and work with others to create a shared culture and positive climate
- Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence
- Ensure that strategic planning takes account of the diversity, values and experience of the school and community at large

## **B Leading learning and teaching**

S/he will :

- Ensure a consistent and continuous schools-wide focus on pupils' 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
- Establish creative, responsive and effective approaches to learning and teaching
- Ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning
- Demonstrate and articulate high expectations and set stretching targets for the whole federation community
- Implement strategies which ensure high standards of behaviour and attendance
- Determine, organise and implement a diverse, flexible curriculum and implement an effective assessment framework
- Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils
- Monitor, evaluate and review classroom practice and promote improvement strategies
- Challenge underperformance at all levels and ensure effective corrective action and follow-up

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

S/he will :

- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture
- Build a collaborative learning culture within the federation and actively engage with other schools to build effective learning communities
- Develop and maintain effective strategies and procedures for staff induction, professional development and performance review
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities
- Acknowledge the responsibilities and celebrate the achievement of individuals and teams
- Develop and maintain a culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory

- Regularly review own practice, set personal targets and take responsibility for own personal development
- Manage own workload and that of others to allow an appropriate work/life balance

<b>D     Managing the organisation</b>
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S/he will :

- Create an organisational structure which reflects the federation's values and enables the management systems, structures and processes to work effectively in line with legal requirements
- Produce and implement clear evidence-based improvement plans and policies for the development of the schools and their facilities
- Ensure that, within an autonomous culture, policies and practices take account of national and local circumstances, policies and initiatives
- Manage the federation's financial and human resources effectively and efficiently to achieve the federation's educational goals and priorities
- Recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and goals of the both schools
- Implement successful performance management processes with all staff
- Manage and organise the both school environments 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 pupils and provide value for money
- Use and integrate a range of technologies effectively and efficiently to manage the schools

## **E     Securing accountability**

S/he will :

- Fulfil commitment arising from contractual accountability to the governing body
- Maintain and develop the federation ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation
- Work with the governing body (providing information, objective advice and support) to enable it to meet its responsibilities
- Develop and present a coherent, understandable and accurate account of school performance within the federation to a range of audiences including governors, parents, carers and external evaluators
- Reflect on personal contribution to federation achievement and take account of feedback from others

## **F     Strengthening Community**

S/he will :

- Build a culture and curriculum which takes account of the richness and diversity of the federation's communities
- Create and promote positive strategies for challenging racial and other prejudice and dealing with racial harassment
- Ensure learning experiences for pupils are linked into and integrated with the wider community
- Ensure a range of community-based learning experiences
- Collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families
- Create and maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development
- Seek opportunities to invite parents and carers, community figures, businesses or other organisations into the schools to enhance and enrich the federation and its value to the wider community
- Contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives
- Cooperate and work with relevant agencies to protect children

JANUARY 2018