



JOB DESCRIPTION – LANGLEY SCHOOL

Post Title:	HEADTEACHER
Purpose:	To provide leadership, management, organisation and corporate responsibility for Langley School, in order to achieve the highest standards of staff performance, to enable our students to achieve the very best outcomes possible in terms of their academic, personal and social achievements.
Reporting to:	Chief Executive Officer, Collaborative Education Trust
Responsible for:	All staff employed by the school
Liaising with:	Trust leaders and Trustees, Local Governing Body, SLT, teaching/support staff, LA representatives, external agencies, students and parents / carers
Working Time:	195 days per year. Full-time
Salary/Grade:	Leadership Scale L27 – L 33
Disclosure level:	Enhanced
<p>MAIN (CORE) DUTIES: The Headteacher will:</p> <ul style="list-style-type: none"> ▪ Develop the aims and objectives of the school and provide overall strategic leadership ▪ Establish policies, structures and processes for achieving these aims and objectives ▪ Manage staff and resources ▪ Monitor progress towards the achievement of the school's aims and objectives ▪ Lead by example and model best practice regarding professional conduct, workload and personal development ▪ Be a role model for all in our wider Langley community <p><i>The School Teachers' Pay and Conditions Document outlines the general professional duties and responsibilities of all Headteachers and the National Standards of Excellence for Headteachers provides supporting guidance.</i></p>	
Operational Leadership / Managing the Organisation	<ul style="list-style-type: none"> ▪ Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all students ▪ Build positive relationships with all members of the school community ▪ Keep up to date with developments in education and related legislation, and have a good knowledge of education systems locally, nationally and globally ▪ Work with political and financial astuteness, translating policy into the school's context

	<ul style="list-style-type: none"> ▪ Build upon the quality of learning experience currently provided, by effectively leading staff and students to achieve their maximum individual attainment and personal and academic growth
Strategic Planning / Self Improving	<ul style="list-style-type: none"> ▪ Communicate the school's vision and values compellingly and drive strategic leadership ▪ Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources ▪ Support distribution of leadership throughout the school ▪ Seek training and continuing professional development to meet own needs ▪ Develop and maintain a culture that promotes excellence, equality and generates high expectations of all students and staff ▪ Treat people fairly, equitably and with dignity and respect, to create and maintain a positive school culture ▪ Ensure that the strategic planning takes account of the diversity, values and experiences of the school and community at large
Leading Teaching and Learning	<ul style="list-style-type: none"> • Inspire and influence others to believe in the fundamental importance of education in young people's lives and to promote the value of education • Provide a safe, calm and well-ordered environment for all students and staff, focused on safeguarding students and developing exemplary behaviour in school and the wider society • Demand ambitious standards for all students, instilling a strong sense of accountability in staff or the impact of their work on student outcomes • Ensure excellent teaching in the school, including through training and development for staff • Implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students
Managing Staff and Resources	<ul style="list-style-type: none"> ▪ Liaise with the Trust leaders, Trustees, the Local Governing Body and SLT to ensure effective and efficient deployment of all school resources ▪ Lead the Performance Management Review process for all staff, holding staff to account for their professional conduct and practice, linked to pay progression. ▪ Address any underperformance, supporting staff to improve and valuing and promoting the sharing of excellent practice ▪ Create an ethos within which all staff are motivated and supported to develop their skills and knowledge ▪ Identify emerging talents, coaching current and aspiring leaders ▪ Acknowledge the responsibilities and celebrate the achievements of individuals and teams

	<ul style="list-style-type: none"> ▪ Recruit, retain and deploy staff appropriately and effectively ▪ Promote and protect the safety and wellbeing of staff
Systems and Processes:	<ul style="list-style-type: none"> ▪ Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the systems of transparency, integrity and probity ▪ Welcome and work with the Local Governing Board as appropriate, providing the information it needs to govern effectively ▪ Contribute to the process of monitoring and evaluation of all areas, as appropriate, in line with agreed school procedures, including evaluation against quality standards and performance criteria and seek or implement modification and improvement where required. ▪ Model entrepreneurial and innovative approaches to school improvement and leadership ▪ Have due regard for observation of corporate policies and procedures adopted eg safeguarding, safer recruitment, health & safety, data protection and child protection procedures and actively promote these
Strengthening Community:	<ul style="list-style-type: none"> ▪ Take an active role in collaborating with trust partners in the best interests of all children and young people in the trust ▪ Create an outward-facing school which works with other schools, organisations and professionals to secure excellent outcomes for all students ▪ Contribute to the development of effective links with Trustees, Trust leaders and partners, local Governors, staff, students, parents or carers, union representatives, external agencies, the wider community and any other stakeholders, as appropriate. ▪ Play an active part in liaison activities such as Open Evenings, Parents' Evenings and events with partner schools.
Other Specific Duties:	
<ul style="list-style-type: none"> • Support the school in meeting its legal requirements for worship • Observe a shared responsibility with the Deputy Headteacher/s to provide emergency support to the Academy during holiday periods • Maintain appropriate confidentiality in all sensitive Academy related matters. 	
<i>The school 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.</i>	
<p>This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes. It will be reviewed annually as part of the Performance Management process and may be amended to meet the changing needs of the school.</p>	

Date :

Signature: Name: