*This job description should be read in conjunction with the National Conditions of Employment for Headteachers*

*Herts & Essex Multi-Academy Trust*

*Excellence for All*



**Job Description for a Headteacher of Manor Fields Primary School**

The Headteacher is responsible for providing vision, leadership and direction for the school.

As a professional leader they will ensure the delivery of high quality education through outstanding teaching within a nurturing environment, and promote equality to realise the full potential of all pupils.

The post holder will be accountable to the Executive Headteacher of The Hertfordshire and Essex Multi Academy Trust and will work with them in shaping the future direction of the school.

**Strategic Direction**

* + - * Develop an ethos which is fully inclusive and values the whole child
			* Work collaboratively with the Executive Headteacher, HEMAT governing body and staff in setting a whole school vision and strategic development plan which identifies priorities and targets, ensuring that teaching is effective and pupils achieve high standards.
			* Be aware of developments in educational innovation and good practice and open to embracing considered change
			* Support all staff in achieving the priorities and targets which the school sets for itself

**Teaching and Learning**

* + Develop a creative curriculum, accessible to all
	+ Provide an environment in which all pupils enjoy learning and high standards of behaviour and achievement are promoted and celebrated
	+ Ensure a culture of challenge and support where all pupils can achieve success and are fully engaged in their own learning
	+ Monitor and review all aspects of pupil performance and use the resulting information to drive school improvement
	+ Work with the HEMAT SLT to secure and sustain effective teaching and learning throughout the school
	+ Ensure good practice is shared across the school and support access to coaching and mentoring for all staff

**Leading and Managing**

* + - * Lead by example in all things
			* Provide professional leadership in the school, demonstrating effective communication, and encouraging collaboration
			* Support the school’s SLT, where roles are clearly understood and each member is valued
			* Ensure effective staff induction, development and performance review.
			* Evaluate the standards of teaching and learning in the school, and tackle underperformance if required.
			* Ensure a robust performance management and appraisal system is followed which supports staff and their development and enables governors to implement the school Pay Policy effectively
			* Work with governors and colleagues to recruit, retain and deploy high quality staff
			* Develop strong links with parents, governors, other schools and the wider community, to the enrichment of all

**Accountability**

* Be willing and able to account for the effectiveness of the school to the Executive Headteacher, governors and other stakeholders
* Provide timely information and support the governing body to enable it to meet its responsibilities
* Ensure that parents are well-informed about the curriculum, attainment and progress of their children, enabling them to contribute meaningfully to their child’s education
	+ - * Ensure that the school meets all legal requirements in relation to the provision of education, equal opportunities and other relevant legislation.
			* Ensure measures are in place and complied with to support the safeguarding of all pupils

 ***Please note:***

***This Job Description is not prescriptive and is subject to change, in consultation with successful applicant, to meet the changing needs of the school***