

Job Description: Headteacher

Reporting to:	Director(s) of School Improvement
Salary:	Leadership 28 – 32 (£91,632 – £101,066) <i>Starting point will be determined by the experience of the successful candidate</i>
Term	Permanent – Full time
School Base:	The King's School

Job Purpose

The Headteacher will take overall responsibility for the leadership and management of every aspect of the school. They will establish a culture of outstanding teaching and learning and behaviour management, an ethos of high expectations and inclusive culture where all children thrive and are safe. The overall purpose of the post is to ensure an outstanding quality of education for all children in the school.

Key Responsibilities and Accountabilities

To provide leadership for, and management of, all staff and children and specifically to be accountable for:

- The quality of education of all students, including the most vulnerable, those with SEND and additional needs and the ablest.
- Curriculum, teaching, learning and assessment.
- Staff and financially sustainable deployment of resources.
- Personal development, behaviour and attitudes and the safeguarding of students.
- The post holder will be expected to promote the vision and values of Pontefract Academies Trust as being enthusiastic, collaborative and forward-thinking with all internal and external stakeholders, including trustees, School Performance Review Board members, colleagues, students, parents, visitors and the local and broader community.

Leadership and Management

- Work closely with the Director(s) of School Improvement and the School Performance Review Board and to develop a strategic view for the school in its community, analyse and plan for future needs and further develop the school within the local and national context.
- Work in close collaboration with Trust primary and secondary headteachers in the spirit of collaboration and to further develop a strongly aligned 5-16 school improvement offer.
- Lead and manage all staff recruitment to ensure that staff of the highest standards are recruited, selected and retained within the Trust.
- Ensure exemplary professionalism from all staff.
- Instil an ethos of high expectations for behaviour and achievement of all children.
- Lead and manage staff professional development and training.
- Lead and manage the school's strategic development and maintain/communicate this in the Self Evaluation Form and the School Improvement Plan.
- Maintain strong working relationships with the community, agencies and other stakeholders, including parents and the School Performance Review Board.
- Ensure all safeguarding policies and procedures fully meet the latest national guidelines and are published as required; ensure staff are all fully trained and aware of their responsibilities.

Job description continued on next page



Job description continued

Curriculum, teaching, learning and assessment

- Lead (through others) the sustainable development and further embeddedness of the Trust teaching and learning rubric, allowing for engaging and effective lessons so that the curriculum is well implemented.
- Use and support others in using regular assessments to monitor progress, set targets, and respond accordingly to the results of such monitoring.
- Maintain regular and productive communication with parents to report progress, sanctions and rewards and all other communications.
- Work with all senior leaders in the Trust to develop the school curriculum, teaching and learning policy and associated timetable.
- Ensure that staff effectively use a robust tracking and target setting system for students in line with Pontefract Academies Trust's expectations.
- Ensure that regular and meaningful student progress reports are written and shared with students and their families.
- Provide information and analysis of data collected according to the requirements of the self-review process each term (including Pontefract Academies Trust and School Performance Review Board).

Culture and ethos

- Maintain a strong school community, characterised by consistent, orderly behaviour and caring, respectful relationships.
- Maintain a school culture and ethos that is utterly committed to achieving and developing high aspirations in line with the vision of Pontefract Academies Trust.
- Coach, motivate and mentor staff to build a school culture of commitment, high standards and drive for success.
- Develop and maintain strong partnerships and ensure regular and productive communication with parents.

Operations and resourcing

- Coordination and day to day management of estate and facilities.
- Work with executive leaders and other colleagues to oversee school finance, facilities, catering, IT and other resources.
- Ensure robust operational systems.
- Oversee and ensure sustainable and efficient deployment of staff through the use of curriculum led financial planning, including the effective and efficient deployment of support staff across the school.
- Ensure that the school can function while building work occurs (if necessary).

Supporting the work of the MAT

- Develop and maintain the ethos of Pontefract Academies Trust so that it is intrinsic and permeates all aspects of the school's life and curriculum.
- Develop reciprocal and positive relationships with colleagues in Pontefract Academies Trust and contribute to collaborative work across the schools' cross phase.
- Promote high standards of personal, professional conduct and integrity as per the Trust Employee Code of Conduct.
- Be aware of and comply with Trust policies and procedures, including child protection, financial regulations, health, safety and security, confidentiality and data protection.
- Contribute to the overall vision and values of the Trust.
- Appreciate and support the role of other professionals.
- Work effectively as part of a team.
- Attend and participate in relevant meetings as required.
- Be flexible and willing to work between different sites across the Trust as required.
- Other reasonable duties commensurate with the grade of the post as directed by the CEO/Director(s) of School Improvement.

The duties and responsibilities highlighted in the job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the post's nature, level, and scope. The appointment is subject to the terms and conditions outlined in the Pontefract Academies Trust Contract of Employment.

The following employment checks are required for this position:

- Evidence of satisfactory Disclosure Barring Services Check.
- Evidence of entitlement to work in the UK.
- Evidence of essential qualifications per the person specification.
- Two satisfactory references.
- Confirmation of medical fitness for employment.
- Registration with appropriate bodies.