

**Batley Multi Academy Trust - Job Description**

<b>Trust/School Post:</b>	<b>Batley Girls' High School</b>
<b>Department:</b>	<b>Whole School Leadership</b>
<b>Post:</b>	<b>Headteacher</b>
<b>Grade:</b>	<b>L29-L35</b>
<b>Accountable to:</b>	<b>CEO/Local Governing Board</b>
<b>Responsible for:</b>	<b>SLT and other nominated staff members</b>
<b>Purpose of Job</b>	
<p>The Headteacher will carry out their professional duties as set out in the current School Teachers' Pay and Conditions Document and with regard to the Headteacher Standards (2020).</p> <p>The specific key responsibilities of the Headteacher will be organised and allocated in accordance with their expertise, and the needs of the organisation.</p> <p>The Headteacher will be expected to be highly effective in all aspects of the leadership role as a secondary, including sixth form, Headteacher.</p>	
<b>Responsibilities</b>	
<p><b>The Headteacher will:</b></p> <ol style="list-style-type: none"> <li>1 Provide inspirational, dynamic, solution-focused leadership and lead on the strategic direction of the school.</li> <li>2 Ensure the efficient and effective running of the school.</li> <li>3 Ensure that student recruitment to the school and sixth form is strong.</li> <li>4 Have accountability for school performance, including a Good or better Ofsted rating in all key categories, and all key accountability measures.</li> <li>5 Line manage senior colleagues within SLT and other key staff, assuring the continuing success of the school.</li> <li>6 Represent the school at key meetings such as Trust Headteacher networks, Secondary Heads and BBEST, as well as community events and activities.</li> <li>7 Support the wider school improvement collaborative work in the Trust.</li> </ol> <p><b>Key responsibility 1</b></p> <ul style="list-style-type: none"> <li>• To lead on strategic development of the school, reporting to the Local Governing Board and the Board of Trustees.</li> <li>• To provide inspirational leadership and maintain a strong community profile.</li> <li>• To ensure excellent curriculum provision including SMSC.</li> <li>• Secure and maintain excellent staff morale.</li> </ul>	

- To ensure information about the school for local press and on the website and all national databases e.g. GIAS is accurate and fully compliant, and retain the excellent community relationships the school has.
- To ensure the SIP and SEF are up to date, accurate, evaluative and effective, and updated for impact at least termly.
- To produce termly Headteacher reports for the Local Governing Board and the CEO/Trustees when requested.
- To meet the CEO, Governors and Trustees regularly, keeping them fully apprised of significant developments.
- To demonstrate a thorough knowledge and understanding of the DfE Academy Trust Handbook (2021) and all Trust policies and procedures.
- To attend all Trust Headteacher network meetings, and support the collaborative model of working across the Trust family of schools.

### **Key responsibility 2**

- To set, monitor and be accountable for the budget, line managing the school's Finance Manager.
- To deploy and manage resources efficiently and effectively to ensure value for money.
- In liaison with People and Talent colleagues, agree staffing needs and ensure Human Resources procedures are correctly followed.
- In liaison with the timetable team, to ensure that staff deployment and learning opportunities are highly effective.
- To future proof the school financially particularly in regard to student recruitment, funding and income generation, including the sixth form provision.

### **Key responsibility 3**

- To monitor exam results and in house performance data to ensure that the school continues to maintain a strong position with regard to changing benchmarks and accountability measures.
- To ensure the curriculum delivers the best possible outcomes for all students, regardless of their background or starting point.
- To maintain and develop the excellent CIAG provision and challenge poverty of aspiration.
- To ensure excellent SEND provision and teaching.
- To ensure excellent provision for disadvantaged students, and to remove barriers to learning.

### **Key responsibility 4**

- To secure excellence in Teaching and Learning in all areas.
- To develop the technological infrastructure to support the learning environment.
- To deliver continuous improvement for all staff, including SLT colleagues, that is robust and tailored to needs.
- To monitor the performance of SLT colleagues and other colleagues and set PM targets.
- To ensure that the whole school PM is robust and holds individuals and teams to account.
- To ensure fair processes are in place to assess and monitor performance effectively.
- To meet regularly with SLT colleagues individually for highly effective line management, agenda and chair weekly SLT Strategy and Business meetings.

- To lead whole staff briefings for effective communication across the whole team.

#### **Key responsibility 5**

- To actively lead and promote the Trust and school's strategy with regards to safeguarding.
- To ensure safeguarding is embedded at all levels of the organisation in line with statutory guidance.
- To ensure robust Safeguarding and Child Protection procedures are in place.
- To provide a safe learning environment where high expectations of student behaviour are matched by exemplary support for student welfare and wellbeing.
- To meet the needs of all students and their individual needs.
- To have secure systems and procedures to monitor and track attendance and persistent absence so that intervention is responsive and highly effective.

#### **Additional Information**

- Undertake any such duties commensurate with the post as directed by the CEO.
- As part of the wider duties and responsibilities, the post holder is expected to promote and actively support the school's responsibilities towards safeguarding.
- A strong knowledge and understanding of the Data Protection Act 2018 and a willingness and commitment to ensure compliance of this and any associated data-related legislation.
- A strong knowledge and understanding of the Equalities Act 2010 and a willingness and commitment to ensure compliance of this and any associated legislation.
- Create a culture that allows colleagues and all young people to be open and honest about issues affecting them and put in place effective actions to support them. Ensure related policies are robust to provide the appropriate interventions and support.

## Batley Multi Academy Trust - Employee Specification

<b>Post: Headteacher</b>	<b>Grade: L29-L35</b>
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Please carefully read the notes of guidance enclosed with the application form and provide information to help us decide whether you meet the criteria below.

<b>Qualifications, Skills, Experience</b>	<b>Essential/ Desirable</b>	<b>Method of assessment</b>
Qualified Teacher Status.	Essential	Certificates
Honours degree or equivalent.	Essential	Certificates
Relevant professional development activities undertaken within the last 2 working years.	Essential	Certificates
NPQH or working towards.	Essential	Certificates
Commitment to further professional development including willingness to undertake DSL training.	Essential	Application Form
Proven experience of impactful leadership in a senior leader capacity - Deputy Head Teacher or Headteacher in the secondary sector.	Essential	Application Form/ Selection Process
Experience of leading a Sixth Form.	Desirable	Application Form/ Selection Process
Leading whole school initiatives at a senior level, demonstrating a positive impact.	Essential	Application Form/ Selection Process
Modelling innovative approaches to school improvement and leadership.	Essential	Application Form/ Selection Process
Managing the performance of staff.	Essential	Application Form/ Selection Process
Outstanding teacher practitioner.	Essential	Application Form/ Selection Process
Successful experience of developing collaborative partnerships to support the self-improving school.	Essential	Application Form/ Selection Process
Leadership in an external review e.g. careers, Ofsted, disadvantage/PP, SEND etc.	Essential	Application Form/ Selection Process

Relevant experience of effective budget management to ensure value for money to support and enhance educational outcomes.	Essential	Application Form/ Selection Process
In depth knowledge of current and developing priorities in education.	Essential	Application Form/ Selection Process

<b>Performance Attributes</b> <i>Please note, all the following criteria are <b>essential</b></i>	<b>Method of assessment</b>
Excellent problem solving skills.	Application Form/ Selection Process
Ability to interpret data to inform decision making.	Application Form/ Selection Process
Ability to successfully lead, motivate and support staff to deliver the school vision.	Application Form/ Selection Process
Ability to develop and build effective partnerships with a range of stakeholders.	Application Form/ Selection Process
A clear understanding of and commitment to safeguarding and promoting the welfare of students.	Application Form/ Selection Process
A good understanding of current national governance guidance.	Application Form/ Selection Process
Total commitment to multicultural context and multi-faith communities Approachable and highly visible to students, parents/carers, all staff and governors.	Application Form/ Selection Process
Excellent written and verbal communication and interpersonal skills and ability to communicate appropriately with all stakeholders.	Application Form/ Selection Process
Ability to motivate and lead senior leaders and wider staff groups.	Application Form/ Selection Process
Confidence, resilience, energy, drive and stamina.	Application Form/ Selection Process
Self-motivation, good organisational skills and the ability to prioritise workload effectively.	Application Form/ Selection Process
Prepared to take risks and make decisions based on sound judgement.	Application Form/ Selection Process
Commitment to working openly and collaboratively with governors, and senior colleagues across the Trust family of schools.	Application Form/ Selection Process
A reflective practitioner who is committed to the values of humility and resolve and able to build high quality professional relationships with all colleagues and stakeholders.	Application Form/ Selection Process

Exemplary professional practice throughout all aspects of work.	Application Form/ Selection Process
Commitment to the principles of comprehensive education/equal opportunities, particularly in the context of a girls' school.	Application Form/ Selection Process
Clear understanding of the importance of embedded inclusion and diversity strategies related to workforce representation and educational achievements.	Application Form/ Selection Process
Commitment to raising standards across the whole age and ability range, and a commitment to truly inclusive education for all.	Application Form/ Selection Process