

JOB DESCRIPTION

HEADTEACHER – FINHAM PARK SCHOOL



FINHAM PARK
MULTI ACADEMY TRUST

Appointing Body – Finham Park Multi Academy Trust

The appointment of Headteacher to each school within Finham Park Multi Academy Trust is delegated to the Board of Trustees.

All Headteacher appointments will be made with reference to, and involving the Local Governing Body in any appointment process.

Salary: LPS Point 35 - 39

Postholder accountable to:

- CEO/Executive Headteacher
- Finham Park MAT Board of Trustees
- School Local Governing Body

Postholder reports to:

- CEO/Executive Headteacher
- Local Governing Body

HEADTEACHER JOB DESCRIPTION

The job description is subject to the general conditions of service for headteachers as set out in the current School Teachers Pay and Conditions Document.

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis, as part of staff appraisal, to clarify individual responsibilities within the school and the Multi Academy Trust.

'Shaping the future'

The Headteacher should work together with the CEO/Executive Headteacher and other stakeholders to develop a shared vision, which inspires and motivates pupils, staff and all other members of the school community. This vision should reflect that of Finham Park Multi Academy Trust; include core educational values, moral purpose and be inclusive of all stakeholders' beliefs and values.

Duties and responsibility

A) Strategic direction and development of the school / 'Shaping the Future'

To work with the Local Governing Body, to develop a strategic view for the school in its community and analyse and plan for the future needs and further development of the school within the local, national and international context:

1. To formulate overall aims and objectives for the school and policies for their implementation that reflect the strategic vision for the Multi Academy Trust.
2. To create an ethos and provide educational vision and direction which secures effective teaching, successful learning and achievement by pupils and sustained improvement in their spiritual, moral, cultural, emotional and physical development and prepare them for the opportunities, responsibilities and experiences of adult life.
3. To develop with staff, pupils, parents and Governors, statutory policies relevant to the needs of the school.
4. To secure the commitment of parents and wider community to the vision and direction of the school; to create and implement a strategic plan, underpinned by

sound financial planning, which identifies priorities and targets for ensuring that pupils achieve high standards and make progress, increasing teachers' effectiveness and securing school improvement.

5. To ensure that all those involved in the school are committed to its aims, motivated to achieve them and involved in meeting long, medium and short term objectives and targets which secure the educational success of the school.
6. To ensure that the management, finance, organisation and administration of the school support its vision and aims.
7. To ensure that policies and practices take account of national, local and school data and inspection research findings.
8. To monitor, evaluate and review the effects of policies, priorities and targets of the school in practice and take action if necessary.

B) 'Leading Curriculum, Teaching & Learning'

To work with the CEO/Executive Headteacher and Local Governing Body to secure and sustain effective teaching and learning throughout the school and to monitor and evaluate the quality of teaching and standards of pupils' achievement, using benchmarks and setting targets for improvement.

1. To ensure that all pupils receive a high quality education through a broad and balanced curriculum designed to promote a stimulating style of learning in a safe and healthy school environment.
2. To ensure a consistent and continuous school-wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning.
3. To ensure that learning is at the centre of strategic planning and resource management.
4. To establish creative, responsive and effective approaches to learning and teaching.
5. To ensure a culture and ethos of challenge and support where all pupils can achieve success and become engaged in their own learning.
6. To be able to demonstrate and articulate high expectations and set stretching targets for the whole community.
7. To be able to implement strategies which secure high standards of behaviour and attendance.
8. To be able to determine, organise and implement a diverse, flexible curriculum and implement an effective assessment framework.
9. To be able to take a strategic role in the development of the new and emerging technologies to enhance and extend the learning experiences of pupils.
10. To monitor, evaluate and review classroom practice and promote improvement strategies to ensure that underperformance is challenged at all levels and ensure effective corrective action and follow up is undertaken.
11. To ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities
12. To establish and sustain culture and practices that enable all pupils to access the curriculum and learn effectively
13. To ensure the school works effectively in partnership with parents, carers and professionals, to identify the additional needs and special educational needs and disabilities of pupils, providing support and adaptation where appropriate
14. To ensure the school fulfils its statutory duties with regard to the SEND code of practice

C) Leading and managing staff / 'Developing Self & Working with Others'

To lead, motivate, support, challenge and develop staff to secure improvement:

1. To maximise the contribution of staff to improve the quality of education provided and standards achieved and ensure that constructive working relationships are formed between staff and pupils.
 2. To plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities in a manner consistent with their conditions of service, ensuring a reasonable balance for teachers and other members of staff, in work carried out in school and work carried out elsewhere.
 3. To implement and sustain effective systems for the management of staff appraisal, incorporating performance review and targets for teachers, including targets relating to pupils' achievement.
 4. To participate in arrangements for headteacher appraisal.
 5. To ensure that trainees and Early Career Teachers (ECTs) are appropriately trained, monitored, supported and assessed in relation to the standards for Qualified Teacher Status, the Career Entry Profile and standards for induction.
- D) Efficient and effective deployment of staff and resources / 'Managing the Organisation'

Working with the CEO/Executive Headteacher; to deploy people and resources efficiently and effectively to meet specific objectives in line with the school's strategic plan and financial context:

1. To work with the CEO/Executive Headteacher, Governors and colleagues to recruit staff of the highest quality available.
2. To work with senior colleagues to deploy and develop all staff effectively in order to improve the quality of education provided.
3. To advise the governing body and implement decisions in relation to staffing.
4. To advise the governing body on the adoption of effective procedures to deal with the competence and capacity of staff.
5. To advise Governors on appropriate priorities for expenditure, allocate funds and ensure effective administration and control.
6. To manage and organise accommodation efficiently and effectively, to ensure that it meets the needs of the curriculum and health and safety regulations.
7. To make arrangements, if so required, for the security and effective supervision of the school buildings, contents and grounds, ensuring that any lack of maintenance is reported to the maintaining authority.
8. To undertake responsibilities as defined in the Health and Safety Policy.
9. To ensure that appropriate risk assessments are undertaken before sanctioning and participation in any potentially hazardous activity.
10. To manage, monitor and review the range, quality, quantity and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money.
11. To ensure that staff are encouraged to attend appropriate and relevant training.

E) 'Securing Accountability'

To be accountable for the efficiency and effectiveness of the school to Finham Park Multi Academy Trust Board of Trustees (via the CEO/Executive Headteacher), Local Governing Body and others, including pupils, parents, staff, local employers and the community:

1. To provide information, objective advice and support to the Local Governing Body to enable it to meet its responsibilities for: securing effective teaching and learning, improved standards of achievement and for achieving efficiency and value for money.
2. To report to the Local Governing Body on the discharge of the headteacher's functions and the affairs of the school.

3. To create and develop an organisation in which all Governors and staff recognise that they are accountable for the success of the school.
4. To present a coherent and accurate account of the school's performance in a form appropriate to a range of audiences, including the MAT Board of Trustees, parents, Local Governing Body, the LA, the local community, OFSTED and others, to enable them to play their part effectively.
5. To ensure that parents and pupils are well-informed about the curriculum, attainment and progress and about the contribution that they can make to achieving the school's targets for improvement.
6. To report to the Governors annually on the appraisal of teachers at the school.
7. To provide information about the work and performance of staff where it is relevant to their future employment.

F) 'Strengthening Community'

1. To promote community cohesion by developing a school culture and curriculum which takes account of the richness and diversity of the school's communities and promotes equality of opportunity and inclusion for different groups of pupils within the school.
2. To create and promote positive strategies for challenging racial and other prejudice and dealing with racial harassment.
3. To ensure learning experiences for pupils are linked into and integrated with the wider community.
4. To ensure a range of community-based learning experiences.
5. To work in partnership with other agencies in providing academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
6. To seek opportunities to invite parents and carers, community figures, business or other organisations into the school to enhance and enrich the school and its value to the wider community.
7. To be able to contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
8. To co-operate and work with relevant agencies to protect children.
9. To ensure that the school promotes effective links with the local community and continues the development of close liaison with other local primary and secondary schools.
10. To ensure that the school offers appropriate extended services.

Signed: Date:

Print Name:

Finham Park MAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We follow safer recruitment practices and appointments will be subject to an enhanced DBS check.

Finham Park Multi Academy Trust requires all applicants to be eligible to work in the UK with no restrictions as we are unable to offer sponsorship/work visas. You will be required to provide proof of Right to Work at interview stage and if you are offered a job position with us.

Online Checks

In line with KCSIE (Keeping children Safe in Education) 2024 we will complete online searches as part of our due diligence on all shortlisted candidates. If anything is identified as part of these checks, they will be discussed with you at interview. If any safeguarding concerns are identified we reserve the right to withdraw your application.