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| Job Title: Academy Headteacher | Pay Scale: Leadership Scale |
| Normal Place of Work: Heighington Millfield Primary Academy | Line Manager: Executive Headteacher |
| Role Summary: To be responsible for the strategic development of their academy and to provide high quality leadership and management to enable the academy to run smoothly, efficiently, and effectively in the delivery of the Trust core aims. | |

Responsibilities

As a Headteacher you are expected to demonstrate a consistently high standards of principled and professional conduct and to work with Trustees, the Central Services Team and other Trust leaders, to create a strategic plan which inspires and motivates pupils and staff whilst upholding the values of the Trust.

The expectations of a Headteacher are detailed within the Headteachers' Standards.

The key areas of these standards are:

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|---|-------------------------------|
| School Culture | Professional Development |
| Teaching | Organisation Management |
| Curriculum and Assessment | Continuous School Improvement |
| Behaviour | Working in Partnership |
| Additional and Special Educational Needs and Disabilities | Governance and Accountability |

Further detailed information relating to the specific points above can be found within the Standards using this link: [Headteachers' standards 2020 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/431242/Headteachers_standards_2020.pdf)

To build staff capacity by:

- Creating, developing and working to an Academy Development Plan, to promote and sustain Academy improvement.
- Using the Academy Development Plan to achieve the overall outcomes contained within the Trust Development Plan.
- Working with the Central Services Teams to ensure best practice and consistency across the Trust.
- Attending Headteacher Away Days and working collaboratively with all Trust Headteachers.

- Being responsible for raising the quality of teaching and learning, working with the Professional Development Team to ensure high expectations are met whilst maintaining and evaluating outcomes to successfully establish a positive learning culture.
- Providing effective management of The Academy and seeking continuously to improve organisational structures based on self-evaluation.

Key Relationships

The post holder will be expected to develop and maintain good relationships with:

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|--|--|
| <ul style="list-style-type: none"> • SLT and all Academy staff | To develop team working |
| <ul style="list-style-type: none"> • CEO, Executive Management Team, Central Service Staff | To develop the wider Trust and to ensure best practice and consistency |
| <ul style="list-style-type: none"> • Parents/carers and pupils • Outside agencies e.g. Local Authorities, Universities, examination boards | To promote continuously the Trust values |

Generic Responsibilities

- To represent and promote The Priory Federation of Academies' values internally and externally.
- To ensure that the Trust's internal customers receive an excellent customer service experience in all dealings with the service.
- To deliver day-to-day duties consistently
- To act as a champion for change and improvement, constantly enhancing quality.
- To contribute to the annual quality review of the service and the programme of continuous improvement.
- To promote the organisation actively and act, at all times, in accordance with Trust policies, e.g. Health and Safety, Equal Opportunities and Diversity and Safeguarding.
- To make a commitment and contribution to improving standards for pupils, as appropriate.
- To contribute to the maintenance of a caring and stimulating environment for pupils.
- To undertake other duties commensurate with the job level

Elements of this job description may be changed following consultation with the CEO or Human Resources Director.

TERMS OF EMPLOYMENT

All offers of employment are subject to The Trust receiving proof of identity, two satisfactory references, satisfactory health and enhanced DBS checks, a signed Code of Conduct, evidence of your relevant qualifications and successful completion of a 12 month probation period.

HEALTH AND SAFETY

All employees are responsible for reading, understanding and carrying out the requirements of The Trust's Health and Safety policy and for informing a relevant person if they become aware of any non-compliance with the policy or of any identified training needs.

CONTINUAL PROFESSIONAL DEVELOPMENT

The Trust requires individuals to identify and analyse their own training and development needs and to actively participate in the design of a development plan to meet those needs and the needs of the Academy. This may be achieved through an appraisal process.

The post holder should recognise and take advantage of development opportunities and should periodically review their own progress towards meeting previously agreed goals.

CONDITIONS OF SERVICE

Governed by the National Agreement on Pay and Conditions of Service supplemented by local conditions as adopted.

SAFEGUARDING STATEMENT

The Priory Federation of Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

EQUALITY, DIVERSITY AND INCLUSION

The Priory Federation of Academies Trust is committed to maintaining a diverse workforce and an inclusive environment for all. Our aim, embedded in the Trust Values, is to enrich our workforce at every level and we encourage applications from all under-represented groups.

Please note that this Job Description should not be read in isolation and needs to be read in conjunction with:

- Headteachers Standards
- Contract of Employment
- Teachers' Standards Document
- School Teachers' Pay and Conditions Document and Guidance on Teachers' Pay and Conditions [School teachers' pay and conditions - GOV.UK](#)
- The Priory Federation of Academies' Pay Policy
- The Burgundy Book

Person Specification – Headteacher

| | | Essential | Desirable | How assessed* |
|-----|--|-----------|-----------|---------------|
| | QUALIFICATIONS | | | |
| 1. | Degree in relevant subject area | x | | AF/Cert |
| 2. | Qualified Teacher Status | x | | AF/Cert |
| 3. | Evidence of recent and relevant continuing Professional Development | x | | AF/Cert |
| 4. | NPQH status or undertaking the course | x | | AF/Cert |
| | KNOWLEDGE AND EXPERIENCE (UP TO DATE/ CURRENT) | | | |
| 5. | Significant recent experience as a Headteacher or Deputy Head Teacher | x | | AF/IV |
| 6. | A proven track record of successful leadership | x | | AF/IV |
| 7. | Successful experience of raising attainment and achievement for all students | x | | AF/IV |
| 8. | Successful teaching of students | x | | AF/IV |
| 9. | Working productively with external partners and the local community | | x | AF/IV |
| 10. | Knowledge and understanding of current issues and best practice. | x | | AF/IV |
| | SKILLS AND ABILITIES | | | |
| 11. | Strong personal motivation and drive | x | | AF/IV |
| 12. | Ability to inspire and motivate staff, students and the wider community and engage their active commitment to your vision | x | | AF/IV |
| 13. | Commitment to ensuring inclusion and addressing diversity and access | x | | AF/IV |
| 14. | Commitment to staff's and own personal and professional development | x | | AF/IV |
| 15. | Commitment to a broad based curriculum that engenders positive attitudes to lifelong learning and promotes personal, social academic, physical, cultural and spiritual development | x | | AF/IV |
| 16. | High order analytical and problem solving skills and the ability to make informed judgements | x | | AF/IV |

Key to how skills are assessed:

AF = Skill assessed via application form

AT = Skill assessed via test/work-related task

IV = Skill assessed via interview

Cert = Certificate checked at interview

Acceptance of the Job Description

I have read and accept the content of the job description.

Signed: _____

Date: _____

Signed Line Manager: _____

Date: _____