

Job Description

Co-Headteacher John Hunt Academy

Purpose of the Role

The Co-Headteachers will work in close partnership to provide outstanding professional leadership, strategic direction, and operational management of the school. Together, they will secure high-quality teaching, drive sustained school improvement, and ensure excellent outcomes for all pupils.

This is a shared leadership role, in which both postholders jointly fulfil the full responsibilities of the Headteacher and Deputy Headteacher. While specific areas of responsibility may be distributed according to experience, expertise, and school priorities, accountability for all aspects of school performance, leadership, and management remains collective.

The Co-Headteachers will model collaborative leadership, integrity, and professional excellence, ensuring the school's vision, values, and ethos are consistently upheld and realised in practice.

Core Principles of Co-Headship

- A shared and ambitious vision, ethos, and strategic direction
- Collective accountability for all aspects of school performance
- Collaborative decision-making, with mutual respect and challenge
- Complementary leadership, drawing on individual strengths and expertise
- Open communication, trust, and transparency
- A commitment to continuous improvement and reflective practice

Key Responsibilities

1. Strategic Leadership and School Improvement

- Provide inspirational and purposeful leadership, establishing and sustaining a clear vision and high expectations for all members of the school community
- Lead the strategic direction and development of the school, ensuring alignment with Trust priorities and national expectations
- Develop, implement, and evaluate the School Improvement Plan, ensuring measurable impact on pupil outcomes
- Lead robust self-evaluation processes, using a wide range of evidence to inform priorities and drive improvement
- Monitor and evaluate school performance, responding proactively to internal and external data and accountability measures

- Work in partnership with the CEO, Central Team, Trustees, and Governing Body, ensuring effective governance and strategic oversight
- Ensure that all policies, systems, and practices reflect statutory requirements, Trust expectations, and best practice
- Promote a culture of innovation, ambition, and continuous improvement

2. Teaching and Learning

- Ensure a consistent, school-wide focus on high-quality teaching, learning, and assessment
- Lead the development and delivery of a broad, balanced, and ambitious curriculum that meets statutory requirements and reflects the needs of all learners
- Monitor and evaluate the quality of teaching through systematic approaches, ensuring continuous improvement and consistency
- Use data, assessment, and benchmarking information to track pupil progress, identify gaps, and raise attainment
- Establish a culture of high expectations and aspirational outcomes for all pupils
- Promote and embed inclusive practice, ensuring that all pupils, including those with SEND and additional needs, make strong progress
- Ensure effective systems for curriculum design, delivery, and evaluation

3. Leadership and Management of Staff

- Provide clear, motivational, and visible leadership to all staff
- Foster a culture of collaboration, professional trust, and high expectations
- Lead and oversee performance management, appraisal, and professional development systems
- Identify and develop leadership capacity at all levels, including middle and senior leaders
- Support the recruitment, retention, and development of high-quality staff
- Ensure robust systems for the induction, mentoring, and development of early career teachers and new staff
- Manage staff effectively, addressing underperformance where necessary and celebrating excellence
- Promote staff wellbeing and maintain a positive working environment

4. Operational Leadership and School Management

- Ensure the effective day-to-day running of the school, maintaining high standards of organisation and efficiency
- Oversee key operational systems including timetabling, staffing deployment, and daily routines
- Lead whole-school approaches to behaviour, attendance, and pastoral care, ensuring consistency and high expectations
- Ensure effective implementation and monitoring of policies and procedures
- Take responsibility for maintaining a safe, orderly, and purposeful learning environment
- Ensure effective communication systems across the school, promoting clarity and consistency

5. Accountability and Governance

- Be jointly accountable for the educational performance and overall effectiveness of the school
- Provide accurate and timely reports to the CEO, Trustees, and Governing Body
- Ensure transparent and robust accountability systems across all areas of the school
- Ensure compliance with all statutory requirements, including safeguarding, health and safety, and equality duties
- Work constructively with Trust leaders and Governors to support strategic decision-making and school improvement

6. Finance and Resource Management

- Work collaboratively with Trust leaders to set and manage the school budget
- Ensure that financial resources are allocated in line with strategic priorities and school improvement goals
- Monitor expenditure and ensure value for money across all areas of provision
- Oversee the effective deployment of staff, resources, and facilities
- Contribute to long-term financial planning and sustainability

7. Safeguarding and Inclusion

- Take joint responsibility for safeguarding and promoting the welfare of all pupils
- Ensure safeguarding policies and procedures are fully implemented, rigorously followed, and regularly reviewed
- Act as a Designated Safeguarding Lead (DSL) as appropriate within the co-headship model
- Promote a strong culture of safeguarding awareness and vigilance across the school
- Lead and promote inclusive practice, ensuring equity of access and opportunity for all pupils
- Oversee strategic and operational provision for SEND, behaviour, and pupil wellbeing
- Ensure that all pupils feel safe, supported, and able to thrive

8. Community and Partnerships

- Build and sustain effective relationships with parents, carers, and the wider community
- Promote the school's vision, values, and achievements within the community
- Develop and maintain partnerships with external agencies, services, and organisations
- Engage parents and carers actively in their children's education
- Work collaboratively with other schools and across the Trust to share best practice and drive improvement
- Represent the school in a professional and positive manner

9. General Duties

- Undertake all duties in line with the School Teachers' Pay and Conditions Document
- Participate fully in performance management and professional development
- Contribute to the wider work and strategic priorities of the Trust
- Promote and uphold the school's commitment to safeguarding, equality, and inclusion
- Undertake any other duties appropriate to the role, consistent with the responsibilities of a Co-Headteacher