



Job Description

Post: Executive Headteacher

Responsible to: Chief Executive Officer

Purpose:

- To provide exceptional leadership and management of Aspire Alternative Provision schools and services across Buckinghamshire.
- To provide significant and effective line management to the senior leaders of those schools and services, identifying strengths and weaknesses and supporting those leaders in their own development.
- To provide trust-wide strategic leadership of specific key priorities for the MAT.
- To work closely and collaboratively with the Executive Leadership Team to ensure that Aspire is delivering the highest possible educational provision and achieving excellent outcomes for students across the trust.
- To be an effective ambassador for the trust, taking a leading role in building new relationships and partnerships and identifying opportunities for further development.

Key Accountabilities

Inspirational Leadership – Leading Culture and Ethos

- Lead with love.
- Keep children and young people at the heart of everything you do.
- Work with mission integrity for the benefit of all within the Aspire community.
- Develop and sustain a calm, safe and purposeful learning culture in the MAT.
- Develop the respectful and inclusive ethos of our Trust.
- Engage with the Trust vision and values.
- Always be a learner: engage with reading and research, best practice and new ideas from other schools, and other forms of professional development.

Strategic Leadership

- Work with the CEO and Executive Leadership Team across Aspire schools and services.
- Directly line manage staff as per the school/service line management structure, and ensure every member of staff receives effective, regular line management.
- Ensure the smooth day-to-day running of the schools/services.
- Provide mentoring, coaching, guidance, challenge and support to Headteachers, Heads of School and other senior service leaders.
- Accurately evaluate all areas of the school/services provision.
- Use self-evaluation to shape school/service development plans that will lead to improved outcomes for young people and staff.
- Lead the implementation of school/service development plans.
- Ensure that the schools/services comply with statutory and non-statutory requirements from the DfE, Ofsted and Local Authorities.

- Delegate effectively to the Senior and Middle leadership team in the schools/services.
- Develop positive relationships with staff, students, the local community, external stakeholders, parents, carers and families.
- Lead on areas of strategic responsibility across Aspire as directed by the CEO.
- Work with, support and challenge the Chief Executive Officer (line manager).

School/Service Improvement

- Provide executive headship for Aspire schools and services.
- Provide school and service improvement support, advice and challenge to sites as assigned by the CEO.
- Lead school and service leaders to accurately evaluate the quality of provision.
- Review and challenge self-evaluations, school and service improvement plans and all statutory documents of schools/services.
- Lead school and service leaders in creating and implementing effective school development plans.
- Ensure that all aspects of the schools/services are offering a high-quality provision, and that where this is not happening, support is in place to ensure that rapid improvements are being made.
- Monitor the performance of each of the schools/services, overseeing the preparation and analysis of progress in meeting key strategic objectives, risk assessments and KPIs for each site.
- Ensure that staff have access to high-quality professional development that is aligned to the priorities of whole school improvement, team and individual needs.
- Prioritise the professional development of staff, ensuring that approaches are in line with what evidence tells us about effective CPD in schools.
- Liaise effectively with other Trust leaders responsible for the development and implementation of the Trust professional development programme.
- Assist in reviewing the impact of the Trust's CPD programme.
- Act as a conduit between the CEO and school/service leadership teams.
- Be a representative of the Trust, providing support for all senior leadership appointments across the Trust.
- Make regular progress reports to the Trust CEO, Executive Team, and Trustees.

Educational Leadership

- Establish and sustain high quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how students learn.
- Ensure teaching is underpinned by high-quality relationships and an understanding of relational and trauma-informed practice, as well as high levels of subject expertise.
- Ensure a broad and balanced curriculum is in place, which is coherently structured and sets out the knowledge, skills and values that will be taught at each stage.
- Establish effective curricular leadership, developing subject leaders with high levels of relevant expertise who engage with professional networks and communities.
- Ensure that the curriculum prioritises SEMH development and literacy (in particular, reading, speaking and listening) as the basic skills students in AP need in order to thrive and flourish in their education.

Leadership of safeguarding, behaviour and wellbeing

- Ensure that all students feel and are safe in every school/service.
- Be accountable for the safeguarding of students.
- Line manage the DSLs and thereby ensure that the Safeguarding Policy is carried out properly and completely by everyone in the school community.
- Ensure that the DSLs and Safeguarding teams have sufficient resources and time allocated to enable them to discharge their responsibilities.
- Report to the CEO on Safeguarding in the school/service.
- Establish and sustain high expectations of behaviour for all students, built upon positive relationships, clear boundaries and routines, and predictable responses.
- Develop a calm and purposeful atmosphere in all schools/services.

Financial Management

- Effectively manage the allocated budget, keeping accurate records.
- Ensure the efficient and effective deployment of the budget, so that all spending leads to improved outcomes for students.
- Report to the CEO on school spending and impact.

Person Specification

Qualifications

- Good Honours First Degree or equivalent.
- Qualified Teacher Status.
- Evidence of professional study in the field of education and/or leadership.
- Masters level qualification (desirable).
- NASENDCo (desirable).
- NPQH or NPQEL (desirable).

Experience

- Leadership & management at Headteacher, Head of School or Executive Leadership level.
- Experience of leading in mainstream and alternative provision settings (desirable).
- Excellent classroom teacher.
- Strong record of educational leadership: raising standards, achieving outstanding results and having a personal impact on staff and students.
- Experience of developing and delivering successful school improvement programmes.
- Track record of achieving high levels of professional credibility with other leaders in education.
- Significant experience of working with partners including local authorities and other relevant organisations.
- Experience of working with students with learning, challenging, emotional or behavioural difficulties.
- Experience of running a diverse organisation, managing budgets, people and resources effectively.

Knowledge

- Knowledge of current secondary practice, including the National Curriculum and educational developments.

- Knowledge of legislation and practice in the field of education and Special Educational Needs.
- Knowledge and experience of devising, developing and monitoring programmes to support the needs of young people with SEMH difficulties.
- Knowledge and understanding of people, governance and budget management and financial systems.

Skills

- Ability to prioritise, plan and organise yourself and others.
- Ability to work efficiently and accurately, particularly under pressure, to deadlines and using own initiative.
- Effective partnership working skills – able to build and draw on the strengths of others to generate outstanding results.
- Skilled in developing a culture of outstanding performance and supporting improvements in standards, in teaching and learning and in behaviour.
- Strong verbal and written communication skills, including excellent report writing skills.
- The ability to collate, analyse and interpret complex data to inform school development.
- Excellent interpersonal skills and emotional intelligence with the ability to build strong working relationships with trustees, local school leaders and other stakeholders; and to always be approachable to staff at all levels.
- Excellent IT skills, including the ability to use social media to enhance the Trust's reputation and improve student learning.

Personal Qualities

- Highest levels of integrity and a commitment to highest levels of effort, endeavour and compassion.
- Confident and calm in difficult situations.
- Loving and warm personality.
- Creative, dynamic approach anticipating and solving challenges.
- Able to motivate, inspire and challenge others.

Other Factors

- A commitment to equal opportunities
- Driving licence essential as is access to a vehicle.

Additional Information

Continuous Professional Development

We support Aspire staff through a comprehensive programme of CPD, linked to the annual appraisal cycle. Opportunities include whole school inset days, twilight training, whole day courses and coaching. Staff are also trained in 'Team Teach' to enable confident escalation and a positive handling framework for pupils presenting a danger to themselves or others.

Safeguarding

This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974. Aspire Trust is committed to safeguarding and promoting the welfare of children and young people and expects all

our staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. A DBS enhanced disclosure that is satisfactory to us will be a condition of employment along with other appropriate checks to ensure suitability. You will be required to undertake appropriate Child Protection Training and be familiar with the Keeping Children Safe in Education.

Each school has a Designated Safeguarding Lead and robust processes for reporting and recording welfare and safeguarding concerns. We have established partnerships with colleagues from external services and endeavour to ensure student safety and welfare is at the heart of our work.

Equality Statement

At Aspire, we pride ourselves on the diversity of people who make up our Academy community and we value the varied contribution that everyone can make to our learning.

We believe that all children, regardless of race, sex, class, gender, religion, sexual orientation or disability should have high aims and that the Academy's task is to help them all achieve their potential. In order to achieve this, we shall ensure that all areas of the curriculum are suitably resourced in ways that reflect the range of cultures and that encourage children to respect each other's' background.

We similarly encourage parents /carers to share their children's experiences and to offer their own as an aid and encouragement to learning. We will confront and discuss racist and sexist language or conduct; and through the positive enforcement of our behaviour policy we will do our best to ensure that all individuals in the Academy staff, including visitors, feel safe and are treated with consideration when they are amongst us.

Meeting our duties to promote community cohesion, and the spiritual, moral, social, and cultural development of pupils, also supports how we meet the needs of different groups of pupils and how we foster good relations.

Confidentiality

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Aspire or to the health and personal affairs of students and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

Health and Safety

In accordance with the provisions of the Health and Safety at Work etc. Act 1974 and the Management of Health & Safety at Work Regulations 1999 you must take reasonable care so as not to endanger yourself or other persons whilst at work. You must also co-operate with the Trust to enable it to comply with its statutory duties for health and safety.

You must work in accordance with training or instructions given, make proper use of any personal protective equipment provided and inform your manager of any hazardous situations or risks of which you are aware.

You must ensure you undertake responsibilities relating to your position as detailed within the Aspire Trust Health and Safety Policy.

Data Protection

In accordance with the provisions of the GDPR (2018), jobholders should take reasonable care to ensure that personal data is not disclosed outside the Trust procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the Trust's written procedures.

Note

This job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It is not your contract of employment or any part of it. It may therefore be altered from time to time at the reasonable direction of the Chief Executive Officer to reflect the changing needs of the Trust, and always in consultation with the post holder.