**Arun Villages Federation**

**Job Description - Executive Headteacher (EHT)**

**POST** Executive Headteacher

**NUMBER ON ROLL:** Amberley 49 St James 71

**PAY RANGE:** Headteacher Group 1, L12 to L18 i.e. £55,338 to £63,508

**RESPONSIBLE TO** The Governing Board of the Federation and the LA

The Governors of the Arun Villages Federation (AVF) are seeking to appoint a dedicated, committed and successful practitioner with proven management experience to lead the schools. The successful candidate will need to have experience of raising expectations and improving achievement as well as a proven track record of securing change and improvement. He or she will be expected to lead self-evaluation and to review and implement the School Development Plan. Collaboration with staff, parents, governors, the Local Authority and the Diocese is an essential requirement. We are committed to expanding our federation as a way of cementing rural schools within their communities, continuing to raise standards and demonstrating that rural schools can be cost effective.

1. **Main Purpose of the Role**
2. Formulate the aims and objectives of the school and provide strategic leadership
3. Establish policies for achieving these aims and objectives
4. Lead, manage and motivate staff and use resources to that end
5. Consistently monitor progress towards the achievement of the school’s aims and objectives
6. Lead by example and model best practice regarding professional conduct, workload and personal development
7. Be a role model for all in our community
8. To be responsible for the leadership, internal organisation, management and control of the schools and consult appropriately in doing so
9. To promote and safeguard the welfare and education of all children and young persons for whom s/he is responsible and with whom (s)he has contact
10. To carry out the duties set out in the School Teachers’ Pay and Conditions Document
11. **Shaping the Future**
12. Develop a compelling vision for the AVF as one equable, cohesive learning community and maximise opportunities for excellence in provision and learning in the schools within the federation.
13. Be committed to expanding the federation with more schools joining the AVF
14. Ensure that the vision is clearly articulated, shared, understood and acted upon effectively by all.
15. Demonstrate the vision and values in everyday work and practice.
16. Work within the school communities to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement, and ensure alignment with OFSTED and SIAMS requirements
17. Set and achieve challenging and ambitious targets to ensure the momentum of school improvement.
18. Work with governors and staff to develop potential and ensure effective succession planning.
19. Ensure that strategic planning is underpinned by sound financial planning and take account of the diversity, values and experience of the schools and community at large.
20. Ensure that all members of the community of both schools are committed to the stated aims, motivated to achieve them and involved in meeting objectives and targets to secure success.

### Leading Teaching and Learning

### Ensure a consistent and continuous federation-wide focus on pupils’ achievement, using data and benchmarks to monitor and enhance progress in every child’s learning.

### Ensure that learning is at the centre of strategic planning and resource management.

### Design, organise and implement an exciting, interesting and aspirational curriculum and implement an effective assessment framework.

### Monitor, evaluate and review classroom practice and promote improvement strategies.

### Implement strategies for raising achievement and achieving excellence for all members of the school communities.

### Ensure a culture and ethos of challenge and support where all pupils can aspire to and achieve success through engagement in their own learning.

### Demonstrate and articulate high expectations and set stretching targets for the whole school community.

### Challenge underperformance at all levels and ensure supportive and effective corrective action and follow-up.

### Prioritise the safeguarding and care of the children and ensure that the standards of behaviour and attendance of the pupils are acceptable.

### Developing self and working with others

### Develop strong and effective working relationships with all stakeholders. Treat people fairly, equitably and with dignity and respect to create and maintain a positive culture, in accordance with Christian ethos and values, and celebrating the diversity and beliefs of everyone.

### Develop and maintain effective strategies and procedures for staff induction, professional development and performance review.

### Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.

### Acknowledge the responsibilities and celebrate the achievements of individuals and teams.

### Report to the Chair of Governors (GoG) annually on the professional development of all teachers at the school and advise the governing body on the adoption of effective procedures to deal with incompetent teachers.

### Regularly review own practice, set personal targets and take responsibility for own personal development by participating in arrangements made for the appraisal of headteacher performance.

### Manage and prioritise own workload and that of others to allow an appropriate work/life balance

### Understand that an effective Executive Headteacher should “work smarter not harder”

1. **Managing the Organisation**
   1. Create an organisational structure that reflects the AVF’s values and establishes parity of opportunity and practice amongst all schools within the federation
   2. Manage the AVF efficiently and effectively on a day-to-day basis and ensure that all schools within the federation are managed likewise
   3. Ensure that the management systems, structures and processes work effectively and in line with legal requirements.
   4. Develop strategies to ensure that positive and equitable relationships develop amongst all schools in the AVF. Establish good time management skills to allow for frequent visibility to children, staff and parents in all AVF schools.
   5. Develop leadership
   6. potential across the schools and develop leaders within the schools who will be able to implement the strategic vision.
   7. Produce and implement clear, evidence-based improvement plans and policies for the development of the AVF, the schools and their facilities.
   8. Manage the AVF’s financial and human resources effectively and efficiently to achieve the federation’s educational goals, priorities and financial targets, in accordance with Local Authority requirements
   9. Recruit, retain and deploy staff appropriately and manage their workload to achieve the vision and goals for the AVF.
   10. Manage and organise the AVF environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations.
   11. Maximise opportunities for creative collaboration between the schools within the AVF for both staff and children to enhance the educational provision and raise standards.
   12. Create policies, through informed and timely decision-making, consultation and review.
2. **Securing Accountability** 
   1. Develop an ethos that enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
   2. Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
   3. Delegate appropriately and consistently. Monitor progress regularly and objectively
   4. Work cooperatively with the governing board, providing information, objective advice and support to enable them to meet their responsibilities.
   5. Report to the CoG annually on the professional development of all teachers at the schools and advise the governing board on the adoption of effective procedures to deal with incompetent teachers.
   6. Meet fortnightly with the CoG to review progress and to discuss any issues.
   7. Develop and present a coherent, understandable and accurate account of the AVFs’ performance to a range of audiences including governors, parents and carers.
   8. Liaise and co-operate with the officers of the LA and Diocese, reporting in connection with the discharge of EHT functions as they may properly require and seek their advice when necessary.
3. **Collaboration and Strengthening Community**
   1. Ensure that excellent relationships are maintained with local communities and maximise opportunities for the children to benefit from local expertise and resources.
   2. Develop and document the benefits of federation and communicate these benefits consistently to the community and other schools.
   3. Work effectively with the Diocese in promoting Christian ethos and values https://schools.chichester.anglican.org
   4. Engage actively with local headteachers and build on collaborative successes.
   5. Work with local secondary schools to ensure satisfactory transfer and progression for all of our children.
   6. Build a collaborative learning culture within the schools and actively engage with other schools to build effective learning communities. In particular continue with the collaborative work of the Rother Valley Schools and the Petworth Area Schools.