



Inspiring All to Excellence



Dosthill Primary Academy

EXECUTIVE LEADER JOB DESCRIPTION

Job Title: Executive Headteacher

Remuneration: Leadership scale points L16-L22

Responsible to: The Trust Board of the Fierté Multi Academy Trust.

Job purpose: The Executive Leader role is a key Trust leadership role at both academy and Trust level. While the following job description represents the focus of the role and associated accountabilities, it should not be seen as exhaustive.

The Executive Leader will:

- have a clear strategic vision of how to successfully improve Dosthill Primary Academy going forwards
- lead and secure achievement of the highest standards of academic performance
- in collaboration with the Headteacher, develop an effective workforce strategy to improve the quality of teaching.

Line management

The Executive Leader will be line managed by the Vice-CEO of the Fierté MAT.

Collaboration

- The Executive Leader will work with other leaders and the Trust's Central Support Team.
- They will use accurate and real time performance data as a starting point to harness the resources, including leadership and teaching skills, within our academies **in order to build upon current excellent practice and to improve** standards and achievement at Dosthill Primary Academy quickly and effectively.
- The Executive Leader will work with the Trust to develop strategies to attract and retain good and outstanding teachers at Dosthill Primary Academy.

Key Responsibilities and Functions:

A. Strategic direction and development of the Academy

The Executive Leader will:

- effectively manage a complex organisation, rapidly ensuring the successful implementation of successful academy improvement
- secure a strong culture of safeguarding which is fully compliant and highly effective
- have overall responsibility for the management, development and resourcing policies of Dosthill Primary Academy in full compliance with Trust requirements
- ensure statutory requirements, the decisions of Trustees and the needs of the pupils, their parents and the community are met
- work in harmony with Trustees, the Central Support Team, and other academies.

B. Teaching, learning and pupils

The Executive Leader will:

- secure the quality of teaching so it is at least consistently good
- guarantee the provision of appropriate coaching, support and pedagogic development programmes for staff so that teaching is constantly improving
- ensure that thorough, timely and accurate monitoring and evaluation of the quality of teaching takes place and that suitable support, intervention and capability procedures are initiated and seen through where required
- oversee the leadership of the provision of a broad, relevant and motivating curriculum
- ensure high quality delivery of the curriculum matched to the needs of pupils so that all are academically stretched and motivated
- involve pupils appropriately in decision-making processes and create a sense of shared ownership and responsibility
- oversee the management of pastoral care, pupil welfare and anti-bullying procedures effectively so that standards of behaviour and self-discipline are excellent and underpin effective learning
- certify effective, accurate and timely assessment, recording and reporting systems for pupil progress.

C. Leading and managing staff

The Executive Leader will:

- exercise effective staff management, lead and motivate others and generate effective working relationships at all levels
- maximise the contribution of all staff to improve the quality of education provided and standards achieved
- oversee the effective deployment and performance of all staff by ensuring their performance management and professional development through the effective application of Trust systems and policies

- create and maintain good working relationships among all members of the Academy and Trust community
- sustain their own motivation and that of their staff including recognising and nurturing success as well as talent
- promote the Trust vision and values through which the highest achievements are consistently expected from all members of the Academy community.

D. Efficient and effective use of staff and resources

The Executive Leader will:

- ensure full compliance with the latest versions of the Academy Handbook and Trust Scheme of Delegation
- alongside the Headteacher, collaborate with the COO on the formulation of the annual budget in order that Dosthill Primary Academy can secure its objectives
- recruit and retain staff of the highest quality
- work with the colleagues to deploy all staff effectively to improve the quality of education provided
- in consultation, plan, manage and monitor the curriculum within the agreed budget, setting appropriate priorities for expenditure, allocating funds and ensuring effective administration and control
- ensure the regular monitoring of the budget and the oversight of the use of resources in line with the Trust's Financial Handbook and internal controls
- oversee the management and organisation of the accommodation efficiently and effectively to ensure that it meets the need of the curriculum together with health and safety requirements
- ensure that the allocation and use of accommodation provides a positive learning environment that promotes the highest achievement for all
- monitor and evaluate overall provision of value for money
- seek to ensure adequate resources for Dosthill Primary Academy
- share resources and expertise within the Fierté Multi Academy Trust to mutual advantage.

E. Accountability

The Executive Leader will:

- ensure that a good information flow is maintained within Dosthill Primary Academy so communication achieves a standard of excellence
- present a coherent and accurate account of Dosthill Primary Academy performance in a form appropriate to a range of audiences including the Trust Board and Local Governing Body/Interim Academy Board
- make absolutely sure that any assertions of success or improvement coming from members of the leadership team are substantiated with clear and compelling evidence
- meet deadlines set by the Trust for the collation of information and data
- hold others to account for ensuring that parents and pupils are well informed about curriculum provision, attainment and progress and are able to understand targets for improvement
- empower others to respond firmly and confidently to parents and carers so parental expectations are appropriately managed and do not create unnecessary distractions

- ensure a proactive approach is taken to anticipating parental concerns and complaints (informal and formal); responding swiftly and effectively to any complaints raised so these are resolved and do not escalate
- develop and encourage good relations between Dosthill Primary Academy, parents and carers, the local community and wider stakeholders
- work closely and collaboratively with other Fierté academies to lead the raising of standards
- ensure a positive and productive working relationship with the leaders of all academies, the Trust Board and local governors
- create and develop an organisation in which staff recognise that they share accountability for the success of Dosthill Primary Academy.

F. Safeguarding

The Executive Leader will:

- promote the welfare and wellbeing of all children
- work with the Headteacher to create an organisational culture which is vigilant to, monitors and prioritises the safeguarding of children and young people above all considerations.

Person specification

Job Title: Executive Headteacher

Executive Headteacher Person Specification		
All candidates should demonstrate how well their qualifications and experience, personal qualities, skills, professional knowledge and understanding together with their knowledge of safeguarding meet the requirements of the person specification.		
Qualifications and experience		
<i>Candidates should have</i>	<i>Essential</i>	<i>Desirable</i>
Qualified Teacher Status (QTS)	√	
Experience across the primary phases (EYFS, KS1 and KS2)	√	
Evidence of recent successful headteacher experience that has had clear impact	√	
A proven track record of leading whole school strategic improvement to improve pupil outcomes	√	
Evidence of recent, appropriate leadership development including the NPQH and a commitment to complete the NPQEL in the future	√	
Personal Qualities		
Demonstrates a passion for teaching and learning	√	
Communicates effectively and develops positive relationships with all stakeholders	√	
Demonstrates excellent interpersonal skills	√	
Decisive, consistent and solutions focused	√	
Demonstrates the capacity to lead others, to be reflective, resilient and adaptable cognizant of others' wellbeing and work life balance	√	
Able to motivate and inspire others	√	
Listens carefully and considers the views of others	√	
Skills		
Formulates a vision and secures commitment to this from others	√	
Analyses and interprets data accurately to inform school improvement and to monitor pupil progress	√	
Engages leaders at all levels in systematic and rigorous monitoring and evaluation that is purposeful, responsive and aligned to needs	√	
Effectively evaluates school performance and accurately identifies priorities for improvement	√	
Works effectively with the governing body, enabling governors to fulfil their roles and meet their responsibilities	√	
Works in collaboration with other academies, fellow professionals and external organisations to improve outcomes for all children	√	
Drives improvement and challenges underperformance	√	
Possesses excellent organisational skills, prioritising and managing time well under pressure, to meet deadlines	√	
Professional knowledge and understanding		
Committed to securing equality of opportunity throughout the Fierté Trust	√	
Has an understanding of national policy, curriculum and assessment developments and the statutory and legal framework within which a school operates, including the Ofsted Inspection Framework	√	
Knowledge of designing a carefully sequenced, broad and coherent curricula	√	
Maintains high standards of pupil behaviour and attitudes to learning	√	

Has experience of multi-agency working to support vulnerable children and families, and to promote excellent attendance		√
Understands effective financial management		√
Demonstrates a commitment to the continuing professional development of all staff	√	
Has a secure knowledge of what constitutes highly effective teaching and its impact on the outcomes of all pupils	√	
Has established and sustained an effective culture	√	
Safeguarding		
Knowledge of national and local safeguarding guidance	√	
Experience of safeguarding and promoting the welfare of children and young people	√	
A commitment to work with relevant agencies to protect children and young people	√	
Knowledge of best practice and procedures in school for safeguarding children and young people	√	
Demonstrate the capacity to lead others, be reflective, resilient and adaptable	√	

Please note:

All appointments are subject to satisfactory references and eligibility to work in the UK.

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

An enhanced DBS will be required.