

Executive Head – Job Description

Emscote & All Saints' – Executive Head

Draft Job Description for Executive Headteacher Emscote and All Saints' Federation

Responsible to: The Emscote & All Saints' Federation Governing Body

Direct reports: Two Associate Heads of School

Job Purpose:

To provide professional leadership and management for Emscote & All Saints' Federation, developing a secure foundation from which to achieve high standards in all areas of the Federation's work.

The Executive Headteacher will be required to carry out all of the statutory duties and professional responsibilities in contractual framework, part seven of the School Teachers' Pay and Conditions Document.

Purpose of the role:

The Executive Headteacher "EHT" will be accountable for and have operational oversight for the strategic leadership and management of the Federation. The EHT will be responsible for defining and delivering the vision and objectives of the Federation and the strategic plan as agreed with the Federation Governing Body. They will ensure that each school has a robust school improvement plan and work with the Heads of School and the Governing body to ensure appropriate school improvement support is in place and evaluated. They will create and support a collaborative, aspirational and innovative culture of learning across the Federation, creating a climate for learning and a system of monitoring and intervention that enables all students to thrive.

The Executive Headteacher will set high educational standards in the Federation, they will oversee the curriculum and the broader pupil experience and the sharing of expertise, resources and experiences across the Federation. In conjunction with the Heads of School, they will set and monitor targets for student achievement. They will ensure the welfare and safety of all students from all groups, including their safeguarding, ensuring each school has effective safeguarding, child protection and behaviour management strategies in place.

In leading the Federation, the Executive Headteacher will:

Lead and work with the Heads of School to oversee and monitor attendance, safeguarding and behaviour.

Provide operational leadership in the schools when circumstances require additional resource

Embed collaboration, learning and joint working across the Federation and ensure that this translates into measurable benefits for pupil outcomes, professional development and efficiency savings.

Ensure leadership at all levels has a direct impact on strategic school improvement, student outcomes and effective business operation.

Ensure that the Federation ethos and values are deeply embedded and visible amongst students, staff, parents and stakeholders.

Attend and report to the Federation Governing Body meetings

Vision and core purpose

Develop, articulate and maintain the Federation values and moral purpose.

Agree, communicate and deliver aspirational short and medium term aims within the context of the longer-term vision.

Ensure that the Federation improvement plan demonstrates appropriate ambitions and challenge.

Model positive relationships and attitudes towards our students, and to engage parents, governors and members of our community in the constant improvement of the Federation.

Educational Leadership and Management

Ensure that each school improvement plan demonstrates appropriate ambition and challenge

Establish a Federation wide progress data system and ensure that it is fully integrated and supported through moderation, training and performance management and is analysed to ensure that this feeds into improvement planning

Continue the development of a broad and strong curriculum which considers a shared vision across the Federation, the moving educational landscape and the Ofsted Inspection Framework

Horizon scan and advise the Federation regarding the changing landscape surrounding school structures, academisation and future opportunities

Develop and maintain Federation wide policies

Develop and maintain a Federation approach to monitoring Pupil Premium and SEND and evidencing progress and outcomes

Develop and maintain a Federation approach to monitoring and evidencing impact of additional funding streams such as Catch-Up Funding, Sports and PE Premium etc

Develop a shared expectation of outstanding teaching and learning and ensuring collaborative learning and CPD across the Federation ensuring that all learn from the very best each has to offer and that the schools work in partnership.

Actively seek and share outstanding practice within and beyond the Federation.

In collaboration with the Governing Body and the Head of School for each school in the Federation, ensure that appropriate recruitment strategies are in place for all members of staff.

Ensure a culture of working together to achieve high standards throughout the Federation.

Manage the performance of the Heads of School. Ensuring that there is a Federation wide rigorous and effective performance management system and that pay progression decisions are made in line with the agreed pay policy.

Support individual Heads of School in leading any staffing changes in the School.

Undertake effective planning with each Head of School to ensure that the staffing needs for the Federation are proactively identified and that plans are in place to ensure appropriate succession.

Where appropriate, pool resources and skills across the Federation using shared posts and recruitment drives to benefit all.

Take an active role in middle and senior leadership development across the Federation and ensure effective succession and talent management strategies are in place.

Financial and Business Management

Set sustainable budgets working closely with the Heads of School and Business Managers ensuring they are managed within the agreed policies.

Ensure that each school delivers an efficient staffing structure; monitoring of actual spending against budget for each school.

Develop a shared resources strategy across the Federation and actively pursue opportunities to share back-office services and thus streamline costs including areas such as Business Management, HR, Finance and Technology.

Manage and utilise the sites and facilities to their full value to the Federation, and where appropriate ensure shared use of facilities across the Federation.

Ensure that health and safety policies are fully implemented and managed.

Links with Community

Provide visible leadership at Federation level and actively engage with relevant business, communities, All Saints' Church and public bodies to benefit the pupils, staff and Federation.

Ensure each Head of School is developing strong and effective partnerships with parents.

Ensure each Head of School is developing a thriving sense of school community to include present and past pupils and parents.

Creating proactive and effective links with the community including other local and regional schools.

Ensure the Federation is an active part of the Warwickshire family of schools and the Diocese of Coventry Board of Education.

Executive Head –Person Specification

Executive Head – Person Specification			
Element	Essential	Desirable	Evidence
Qualifications and training	Commitment to own learning and continuing professional development Qualified Teacher status Safeguarding and Prevent training	Specific leadership training e.g. NPQH, NPQEL, LLE, NLE Business and financial management training	Application Form
Experience	Successful Headship in at least one Primary School Senior Leadership in more than one school Experience of developing and implementing strategic plans in a school. Experience of teaching across the Primary age range and proven excellence as a classroom teacher Experience of effective financial management in at least one school.	Experience of senior leadership within a School/ Multi-Academy Trust. Experience of school to school support within a Consortium/ Multi- Academy Trust, as an advisor or consultant..	Application Form Tasks Interview
Strategic Leadership	Able to demonstrate successful development and implementation of strategic plans Able to demonstrate the ability to inspire and motivate colleagues. Proven ability in school improvement planning and evaluation. Able to demonstrate a sound understanding of key school leadership systems, processes and strategies. Able to successfully initiate and manage change and improvement Knowledge of and commitment to Safeguarding and Child Protection procedures		Application Form Tasks Interview
Professional Knowledge and Understanding	The candidate will have a knowledge and understanding of: <ul style="list-style-type: none"> statutory frameworks for education and the The candidate will have a knowledge	The candidate will have a knowledge and understanding of: the framework, systems and processes associated with school governance within a School/ MAT.	Application Form Tasks Interview

	<p>and understanding of:</p> <ul style="list-style-type: none"> • the framework, systems and processes associated with school governance within a requirements placed on schools; • how to deliver school improvement within the Ofsted & SIAMS Frameworks • how to build, communicate and implement a shared vision; • current best practice in teaching and learning; • how to build and sustain a successful learning community; • strategies for monitoring, evaluating and improving aspects of school, including challenging poor performance where it exists; • how to build and sustain effective partnerships with internal and external stakeholders. • the local/national context and any associated trends in education. 		
Professional Values	<p>The candidate will:</p> <ul style="list-style-type: none"> • maintain high expectations of themselves and others alike and be able to communicate these in a positive and constructive manner; • have an unswerving commitment to improving outcomes for all children; <ul style="list-style-type: none"> • hold a deep-set belief that learning should be engaging, experiential and relevant; • aspire to and strive for excellence in everything that they do; • be committed to the personal welfare and safeguarding of all stakeholders. 		Application Form Tasks Interview
Additional Skills	<p>The candidate will be able to:</p> <ul style="list-style-type: none"> • Build a strong, positive relationship with the Headteachers, Governors, Church, and the Community • establish and develop constructive professional relationships with other stakeholders as appropriate; <ul style="list-style-type: none"> • Provide coaching and mentoring to Headteachers; • manage relationships and resolve conflict when necessary; • communicate effectively (both orally and in writing) to a variety of audiences using a range of media; • demonstrate creativity, resourcefulness and resilience when faced with obstacles or problems alongside effective decision-making skills. 		Application Form Tasks Interview
Personal Characteristics	Commitment to support the unique values and ethos of each of our schools;	Demonstrate a commitment to environmentally-friendly and sustainable working practices;	Application Form References Tasks Interview

	<p>Display a clear understanding of what constitutes a successful school</p> <p>passion for the provision of success of our schools teaching and learning;</p> <p>Show warmth, care and sensitivity in dealing with staff and children;</p> <p>Be able to foster a culture of respect and openness;</p> <p>Be open minded, self-evaluative and adaptable to changing circumstances and new ideas;</p> <p>To be brave in approach to empower others;</p> <p>Be able to reflect positively upon experience;</p> <p>Have the ability to work flexibly;</p> <p>Be able to prioritise;</p> <p>Demonstrate good interpersonal/communication skills;</p> <p>Maintain a positive mind set and a good sense of humour, especially when working under pressure.</p>		
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