

Responsibilities of the Executive Headteacher

In addition to fulfilling all of the Headteacher standards, you will have responsibility for:

School Culture

- To ensure that ethos and vision for both schools is in-line with that of Infinity Academies Trust
- To promote positive and respectful relationships across both school communities

Teaching

- To ensure the quality of teaching, learning and assessment improves so that outcomes are better
- To ensure that Senior Leaders have calendared processes to quality assure Teaching & Learning
- To ensure that quality assurance then takes place
- To moderate quality assurance processes across both schools
- To quality assure Pupil Progress meetings.

Curriculum and Assessment

- Develop a well-planned curriculum which meets the needs of the Infinity curriculum principles at both schools
- Establish effective curricular leadership and ensure that senior leaders develop curriculum leadership across the schools and that professional networks are accessed
- To ensure that school leaders implement assessment process effectively across both schools

Behaviour and Attendance

- To establish and sustain high expectations of behaviour for all pupils build upon relationship, rules and routines which are understood clearly by all staff and pupils
- To ensure that behavioural incidents are recorded, monitored and analysed to improve pupil behaviour where it requires improvement
- To receive reports about pupil attendance
- To ensure that there are robust actions in place to improve attendance where it is low

SEND

- Ensure there are ambitious expectations for pupils with SEND
- To ensure that Senior Leaders work effectively with their SENDCOs and that SEND pupils make good progress
- To ensure that the school fulfils its statutory responsibilities in relation to the SEND code of conduct

Professional Development

- To ensure Senior Leaders write an appropriate CPD plan to deliver the SDP and to monitor the impact of CPD
- To ensure the professional development opportunities are built on collaboration between the two schools and across the MAT

Organisational Management

- To oversee the Senior Leaders in their work to protect the children and staff through effective approaches to safeguarding
- Work with the Business Managers to set Academy budgets and completes regular monitoring of the budget.
- Work with Senior Leaders, SENDCO and bursar to set Pupil Premium strategy and budget and then monitors the impact.
- Work with Senior Leaders and P.E lead to set Sports Premium strategy and Budget and then monitors the impact and then monitors the impact.



- To work with Business Managers and Site Manager to monitor and review buildings and site management.
- To work with Business Managers and Site Manager to review and update Health & Safety Management.
- To receive reports and actions on staff attendance.

- To ensure that all risks are identified and mitigated by working with a range of senior staff

Continuous school improvement

- To write the SEF.
- To write and monitor the implementation of the School Development Plan for both schools.

Working in partnership

- To ensure the EHT and Senior Leaders forge effective relationships with the local community and across Infinity
- To ensure there are effective work relationships at all levels across the schools

Accountability

- Understand and welcome the role of executive headteacher
- Ensure that all staff understand their professional responsibilities and are held to account