

Believing and Achieving Together to be the Best We Can Be



Job Title: Executive Headteacher Otter Valley Federation

Location: Feniton Church of England (VA) Primary School and Tipton St John Church of England (VA) Primary School

Responsible to: The Governing Board of the Otter Valley Federation

Responsible for: all teaching and support staff

Effective date of Job Description: 1st January 2023

Salary Range: L15 – L21

Working pattern: full time

Disclosure level: Enhanced with Barring

Job Purpose and Overall Responsibility:

- ♣ The Executive Headteacher of the Otter Valley Federation will be the lead professional of the two Church schools; be a proven and enthusiastic inspirational leader, accountable to the Governing Board, the LA and the Diocese.
- ♣ With Governors, provide professional, strategic leadership and management across the Federation. They will promote and build a secure foundation from which to achieve the highest possible standards in all areas of the two schools' work.
- ♣ The successful candidate will have overall responsibility for the daily delivery of the curriculum and ensure the two schools provide the Christian vision, values and ethos throughout the educational provision, expected by the Diocese of Exeter as Voluntary Aided Schools.

Key Duties and Responsibilities

- ♣ Take overall responsibility for effective safeguarding in order to promote a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding the welfare of all staff and children and young persons for whom they are responsible as part of their duty of care
- ♣ Establish and sustain the Federation ethos and strategic direction with the Governing Board (individually and collectively) to provide the leadership and management which enables the Federation to provide every pupil with a high-quality education.
- ♣ Promote the highest possible standards of achievement and well-being of every pupil and staff member.
- ♣ Lead by example and model best practice regarding professional conduct, workload and professional development.
- ♣ Establish and oversee systems, processes and policies so that the schools can operate effectively to secure best practices of learning and teaching, good behaviour and discipline.

- ♣ Identify problems and barriers to school effectiveness, and develop secure strategies for school improvement that are realistic, timely and suited to the schools' context.
- ♣ Effectively implement school improvement strategies by building a system-wide leadership capacity at all levels through actively developing and supporting strategic governance, staffing structures, roles and responsibilities.
- ♣ Monitor, evaluate and review progress towards achieving the school's aims and objectives, making a real and noticeable difference both to individual pupils and the wider school community, with clear and transparent communication.
- ♣ Develop an ethos that enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes while managing staff-wellbeing and workload.
- ♣ Effectively strategically manage the Federation's human, financial and physical resources to manage the day-to-day operations of the schools to deliver a sustainable education for our Federation and wider community.
- ♣ Prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds
- ♣ Actively manage rigorous approaches to identifying, managing and mitigating risk.
- ♣ Secure the long-term success/development of the organisational structure which reflects the Federation's values and enables effective and efficient operations to support a high-quality education for all.
- ♣ Develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the schools' context
- ♣ Ensure that excellent relationships are maintained with local communities to ensure that opportunities are maximised for the children to benefit from local expertise and resources, and other agencies such as the LA and the Diocese.
- ♣ Have regard and respect for the differing nature of each school within the Federation and uphold and support the Christian distinctiveness of those schools.
- ♣ Oversee the SEF and the Federation improvement plan (ensuring it is evidence-based) in preparation for SIAMS and Ofsted inspections and to promote continuous school improvement

Qualities

The Executive Headteacher will:

- ♣ Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct.
- ♣ Build positive and respectful relationships across the Federation and wider community.
- ♣ Be an excellent role model in conveying the Federation's Vision, and drive the strategic leadership, empowering all staff and pupils to excel.
- ♣ Serve in the best interests of pupils.
- ♣ Translate the vision into agreed objectives and operational plans

School Culture and Behaviour

The Executive Headteacher will:-

- ♣ Ensure the ongoing development of an organisational structure which reflects the Federation's Christian values and enables effective and efficient operations within which all staff are motivated and supported to develop their own skills and subject knowledge, and support each other
- ♣ Create a culture where pupils experience a positive and enriching school life
- ♣ Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- ♣ Ensure a culture of staff professionalism.
- ♣ Encourage high standards of behaviour from pupils, built on rules and routines and that are understood by staff and pupils and clearly demonstrated by all adults in school
- ♣ Use consistent and fair approaches to managing behaviour in line with the Federation's behaviour and equalities policies
- ♣ Manage workload and retain a reasonable work-life balance for all.
- ♣ Ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care

Teaching and Learning, The Curriculum and Assessment

The Executive Headteacher will:

- ♣ Meet the National Standards for Head Teachers.
- ♣ Ensure all teaching staff meet the National Standards for teachers to support and promote the highest possible outcomes for all pupils.
- ♣ Tackle under-performance at all levels and in all areas.
- ♣ Establish creative, responsive and effective approaches to learning and teaching to ensure consistently high standards across the Federation
- ♣ Ensure teaching is underpinned by subject expertise with staff having access to current, appropriate, high quality professional development opportunities to meet their individual needs and those of the Federation, aligned to balance the priorities of whole-school improvement, team and individual needs
- ♣ Prioritise the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with the approaches laid out in the standard for teachers' professional development
- ♣ Ensure that professional development opportunities draw on expert provision from beyond the schools, as well as within it, including nationally recognised career and professional frameworks and programmes to build capacity and support succession planning
- ♣ Maintain a continuous and consistent Federation-wide focus on pupils' achievement, using valid, and reliable data and benchmarks to monitor progress
- ♣ Ensure the teaching of a broad, balanced, enriched, structure and coherent curriculum

- ♣ Maintain and develop curriculum leadership including subject leaders with relevant expertise and access to professional networks and communities.

- ♣ Ensure the use of evidence-informed approaches to reading so that all pupils are taught to read well.

Additional and special educational needs (SEN) and disabilities

The Executive Head Teacher will:

- ♣ Promote a culture and practices that enables all pupils to access the curriculum

- ♣ Have ambitious expectations for all pupils with SEN and disabilities.

- ♣ Make sure the Federation works effectively with pupils, parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate, which is clearly communicated.

- ♣ Ensure staff have the appropriate training to positively support children and families.

- ♣ Ensure the Federation fulfils statutory duties regarding the SEND Code of Practice

Governance, accountability and working in partnership

The Executive Head Teacher will:

- ♣ Understand and encourage the role of effective governance.

- ♣ Ensure that staff understand their professional responsibilities and are held to account.

- ♣ Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties.

- ♣ Work successfully and collaboratively with organisations, such as the parish Churches, other faith communities within the locality, the Diocese and LA.

- ♣ Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils.

- ♣ Create outward-facing schools which work with other schools and organisations in a climate of mutual challenge to champion best practice and secure excellent achievements for all pupils

- ♣ Create and promote positive strategies for challenging racial and other prejudice

- ♣ Ensure a range of community-based learning experiences.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Headteacher will carry out as the postholder may be required to do other duties appropriate to the level of the role