

The Whitby Secondary Partnership



Whitby Secondary Partnership - Executive Headteacher Job Description

Responsible to: The Governing Body of Whitby Secondary Partnership

Date Effective: September 2022

Statutory and Duties

1. To be responsible for the strategic leadership, internal organisation, viability, academic performance and overall success of the institutions that make up the Whitby Secondary Partnership, whilst upholding their individuality and delegating a reasonable level of autonomy to designated school leaders, as agreed with the Governing Body
2. To ensure that all the statutory requirements and duties are fulfilled across all institutions in the Whitby Secondary Partnership as set out in the School Teachers' Pay and Conditions Document relating to the Conditions of Employment of Headteachers
3. To apply and meet the National Standards for Headteachers as published by the DfE in the context of the Federation.
4. To be responsible for the safeguarding and welfare of all children and young people within the Federation, by ensuring that
 - All policies and procedures relating to safeguarding children and child protection are fully implemented and followed by all staff
 - Resources are allocated to allow staff to discharge their responsibilities
 - Staff, pupils, parents and others feel able to raise concerns
 - These are addressed sensitively and effectively.
5. To hold overall responsibility for the financial viability and stability of the Whitby Secondary Partnership
6. To promote a culture of aspiration throughout the school and the wider community.
7. To lead the strategic development of the Whitby Secondary Partnership against the backdrop of its stated vision, values, culture and ethos, being the primary interface between the Federation, governors and the wider community
8. To fulfil all other requirements and duties within the school and across the Federation set by or agreed with the Governing Body of the Whitby Secondary Partnership, to meet appropriate targets or objectives against identified performance criteria in accordance with the Federation's Performance Review Policy and Procedures
9. To demonstrate commitment to your own reflective practice, continuing self-evaluation and personal/professional development as well as to that of staff working within your remit.
10. To be a proactive leader, to enable the school to take advantage of opportunities as they present themselves thereby increasing the options available to pupils and improving their outcomes.

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11. In the fulfilment of these duties the Whitby Secondary Partnership's Governing Body wish a particular emphasis to be placed upon the following.

- The development of cross-federation initiatives, structures, alignments and collaboration that bring clearly identified benefits and add value to the experiences of pupils, staff and the wider community
- The pursuit of excellence in all aspects of the Federation and its business.

This job description will be reviewed annually and may be amended at any time after consultation with the postholder.

