



Park Hill Thorns Federation

Successful, confident learners. Responsible, compassionate individuals.



Executive Headteacher Job Description
Reporting to: Governing Board
Last updated: January 2025

MAIN PURPOSE

The Executive Headteacher will:

- Establish and sustain the federation's ethos and strategic direction together with the governing board and through consultation with the school community.
- Provide professional leadership for the federation which secures its success and improvement, ensuring an excellent education for all its pupils and high standards of learning and achievement.
- Lead and be responsible for strategic management of the school through rigorous self-evaluation, including quality assurance and performance management at all levels.
- Identify challenges, risks and barriers to school effectiveness and develop strategies for school improvement that are realistic, timely and suited to the federation's context.
- Establish and oversee systems, processes and policies so that both schools can operate effectively.
- Fulfil all the requirements and duties as set out in the School Teachers' Pay and Conditions Document relating to the Conditions of Employment of Headteacher and the overriding requirements of the role. To meet the National Standards of Excellence for Headteachers as published by the DfE.
- Seek to achieve any performance criteria, objectives or targets agreed with or set by the relevant body in accordance with the requirements set out in the School Teachers' Pay and Conditions Document.

QUALITIES

The Executive Headteacher will:

- Uphold public trust in school leadership and maintain high standards of safeguarding, health and safety, ethics, behaviour and professional conduct.
- Build positive and respectful relationships across the federation community.
- Serve in the best interest of the federation's pupils.

DUTIES AND RESPONSIBILITIES

1. Strategic Direction and Development of the School

- 1.1 Provide inspiring and purposeful leadership for the staff and pupils.
- 1.2 Work in partnership with the governing board, staff and parents generating the ethos and values which will underpin the school.
- 1.3 Continue to implement an effective Federation Improvement Plan which will secure continuous school improvement.
- 1.4 Monitor and evaluate the performance of the school and respond and report to the governing board as required.
- 1.5 Ensure that management, finances, organisation and administration of the school supports its vision and aims.
- 1.6 Ensure that school policies and practices take account of national, local and school requirements.
- 1.7 Monitor, evaluate and review the impact of policies, priorities and targets of the school in practice and take action if necessary.
- 1.8 Ensure that all those involved in the school are committed to its aims, motivated to achieve them, and involved in meeting long-, medium- and short-term objectives and targets which secure the educational success of the school.



Park Hill Thorns Federation

Successful, confident learners. Responsible, compassionate individuals.



Executive Headteacher Job Description

Reporting to: Governing Board

Last updated: January 2025

2. Teaching and Learning

- 2.1 Continue to maintain an environment that promotes and secures high quality teaching, effective learning, high standards of achievement and good behaviour.
- 2.2 Determine, organise, implement and monitor the curriculum and its assessment and ensure that statutory requirements are met.
- 2.3 Ensure that pupils develop study skills in order to learn more effectively and with increasing independence.
- 2.4 Determine, organise and implement a policy for the personal, social and moral development of pupils.
- 2.5 Monitor and evaluate the quality of teaching and learning and standards of achievement of all pupils in the school through appropriate methods.
- 2.6 Continue to maintain an effective partnership with parents and the wider community to support and improve pupils' achievement and personal development.
- 2.7 Promote extra-curricular activities in accordance with the educational aims of the school.

3. Leading and Managing Staff

- 3.1 Role model school values, instilling trust, demonstrating self-awareness by expressing self in a credible and transparent manner.
- 3.2 Cultivate innovation, moving beyond traditional ways of doing things. Find and champion the best creative and evidence informed ideas and move them forward.
- 3.3 Build on the existing effective team, defining success in terms of the whole organisation.
- 3.4 Drive vision and purpose articulating a compelling and inspiring vision communicating a sense of purpose about the future.
- 3.5 Plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities in a manner consistent with conditions of employment.
- 3.6 Implement and sustain effective systems for the management of staff performance, incorporating performance management and target setting.
- 3.7 Promote and monitor the continuing professional development of staff, including the induction of newly qualified teachers.
- 3.8 Ensure that professional duties are fulfilled, as specified in the Terms and Conditions of Service of teachers, including those of Headteacher/ Executive Headteacher.
- 3.9 Participate in the arrangements made in accordance with the regulations for performance management and threshold assessment, and to participate in the identification of areas in which the Headteacher/ Executive Headteacher would benefit from further training and undergoing such training.
- 3.10 Ensure that a deputy Headteacher or suitable person, assumes responsibility for the discharge of the Headteacher's/ Executive Headteacher's function at any time when absent from school
- 3.11 Continue the development of strong working relationships with governors, staff, pupils, parents/carers and the community.

4. Efficient and Effective Deployment of Staff and Resources

- 4.1 Work with governors and senior colleagues to recruit and retain staff of the highest quality.
- 4.2 Set appropriate priorities for expenditure, allocation of funds and effective administration and control.



Park Hill Thorns Federation

Successful, confident learners. Responsible, compassionate individuals.



Executive Headteacher Job Description
Reporting to: Governing Board
Last updated: January 2025

4.3 Work with colleagues to deploy and develop all staff effectively in order to maintain and improve the quality of education provided.

5. Accountability

- 5.1 Assume responsibility for the outcome of others, working with people to establish explicit performance standards.
- 5.2 Providing balanced feedback at the most critical times.
- 5.3 Continue to develop an organisation in which all the staff recognise that they are accountable for the success of the school.
- 5.4 Present a coherent and accurate account of the school's performance in a form appropriate to the range of audiences, including governors, the LA, the local community, OFSTED and others to enable them to play their part effectively.
- 5.5 Ensure that parents/carers and pupils are well informed about the curriculum, attainment and progress and about the contribution they can make in supporting their child's learning and achieving the school's targets for improvement.
- 5.6 Provide information, objective advice and support to the Governing Board to enable it to meet its responsibilities for securing effective teaching and learning and improved standards of achievement, and for achieving efficiency and value for money.
- 5.7 Carry out any such duties as may be reasonably required by the Governing Board.

6. Safeguarding Children & Safer Recruitment

- 6.1 Promote and safeguard the welfare of all children and young people within the school, by ensuring that the school's 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; and that staff, pupils, parents and others feel able to raise concerns and that these are addressed sensitively and effectively.
- 6.2 This school is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment
- 6.3 The post holder will be the Designated Safeguarding Lead (DSL) for the federation

Actions

The Executive Headteacher should ensure that:

- The policies and procedures adopted by the governing board are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of children.
- All staff, parents, carers and volunteers feel able to raise concerns about poor or unsafe practice regarding children, and such concerns are addressed promptly, sensitively and effectively in accordance with agreed complaints and whistle blowing policies as appropriate.



Park Hill Thorns Federation

Successful, confident learners. Responsible, compassionate individuals.



Executive Headteacher Job Description
Reporting to: Governing Board
Last updated: January 2025

All staff are accountable for maintaining their own high professional standards and conduct. In particular, the federation expects staff to maintain a positive attitude and open, collaborative relationships in order to sustain the ethos that is needed for all members of the school community to enjoy their work and to be productive.

Please note: this job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions as they relate to Headteacher's / Executive Headteachers.