



Executive Headteacher Job Description

This job description sets out the Unity partnership's expectations for the role of Executive Headteacher of Titchmarsh, Nassington and Warmington schools. It should be read in conjunction with the current version of School Teacher Pay and Conditions, Teacher standards (2021) and Headteacher standards (2020). Together, these documents form the descriptors by which the postholder's performance will be reviewed through the appraisal process.

Core Purpose

Providing the drive and strategic leadership needed to offer the best education for all our children, and holding overall accountability for the shared direction and unique identity of each of the three schools:

- Ensuring the highest standards of education for all children through collaboration with the Heads of School and Governing Bodies to secure success and continuous improvement in each school,
- Ensuring the safety, wellbeing, and protection of children and young people regarding Keeping Children Safe in Education,
- Nurturing opportunities for all staff to grow within a rich programme of continuous professional development and a meaningful wellbeing offer, to create a self-sustaining model of distributed leadership,
- Building strong and sustainable relationships with all stakeholders,
- Managing the schools' finances and resources effectively to facilitate the continued improvement of the schools,
- Ensuring compliance to the regulatory frameworks,
- Proactively promoting and demonstrating the Unity Vision and (in the case of Titchmarsh) its Christian values and respecting cultural diversity,
- Strengthening and building on the successes of the Unity

Accountabilities

The Executive Headteacher is accountable to the Governing Body of each of the three schools. The Governing Bodies will take reasonable steps to ensure the accountability workload is rationalised through joint meetings and reporting, where appropriate. With the Governors, the Executive Headteacher is accountable for the schools' compliance with education and other relevant legislation including finance, health and safety.

Each school also has a Head of School. Some operational management of the day-to-day running of the schools is delegated to the Heads of School. The Executive Headteacher stays accountable for this through the direct leadership and management of the Heads of School and other Senior Leadership roles.



Professional Conduct

In line with the Nolan's Seven Principles of Public Life, the postholder will consistently show ambitious standards of principled and professional conduct both inside and outside schools to:

- Uphold public trust in school leadership and maintain high standards of ethics and behaviour, both within and outside the Unity schools,
- Build relationships rooted in mutual respect, and always observe proper boundaries,
- Demonstrate vision and values of the Unity (and in the case of Titchmarsh school, its distinctive Christian character) in everyday working practice with optimistic personal behaviour, positive relationships and attitudes towards pupils, staff, parents, governors, and members of the local community
- Show tolerance of and respect for the rights of others, recognising differences and respecting cultural diversity,
- Uphold fundamental British values,
- Know, understand, and act within the statutory frameworks which set out their professional duties and responsibilities,
- Take responsibility for their own continued professional development, engaging critically with educational research.

Culture

The Executive Headteacher sustains the schools' ethos and strategic direction in partnership with all stakeholders. They create a positive, nurturing, and enriching culture for all pupils including a strong Christian ethos at Titchmarsh Primary School. They model high professional standards, high expectations of pupils and they promote positive, respectful inclusive relationships.

The Executive Headteacher is responsible for leading, monitoring and evaluating collective worship, in a suitable manner for the characteristics of each school.

Strategic Leadership of Teaching

The Executive Headteacher inspires, supports and challenges teachers to provide a high-quality education for all by:

- Ensuring the continuous and consistent focus on improved pupils' achievement and progress, using data and benchmarks to monitor across and between the schools, and nationally,
- Establishing innovative, creative, responsive, and effective approaches to high quality education through suitable CPD for all staff,
- Setting high expectations and stretching targets for each school community,
- Monitoring, evaluating, and reviewing schools' practices,
- Robustly tackling under-performance at all levels across the schools,
- Establishing and sustaining high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how pupils learn and high levels of subject expertise,
- Ensuring effective use is made of formative assessment.



Curriculum and Assessment

The post holder ensures that all schools provide a broad and balanced curriculum that is well suited to the accurately assessed needs of all learners by:

- Ensuring a school wide focus on pupils' achievement, using data and benchmarks to monitor progress in every child's learning,
- Ensuring the provision of a range of extra-curricular activities for a broad and well-rounded educational experience,
- Ensuring a broad, structured, enriched, and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught for EYFS and Key Stages 1-2,
- Ensuring valid, reliable, and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum
- Ensuring an effective assessment framework which informs and drives educational standards,
- In collaboration with the Heads of School, monitoring, evaluating, and reviewing the impact of classroom practice on children's acquisition of the knowledge and skills set out in the curriculum.

Behaviour

The Executive Headteacher models the schools' high expectations for behaviour and relationships to the staff and pupils by:

- Establishing and sustaining clear expectations of behaviour for all pupils, built upon relationships, rules and routines, which are understood by all staff and pupils,
- Ensuring high standards of pupil behaviour and courteous conduct following the school's behaviour policy,
- Implementing consistent, fair, and respectful approaches to managing behaviour,
- Ensuring that adults within the school model and teach the behaviour of a good citizen.

Additional and Special Educational Needs and Disabilities

The Executive Headteacher sets the expectation of an inclusive curriculum and environment for all learners by working to ensure that all pupils fulfil their potential by:

- Ensuring the schools hold ambitious aspirations for all pupils including those with additional and special educational needs and disabilities
- Establishing and sustaining culture and practices that enable pupils to access the curriculum and learn effectively
- Ensuring the schools work effectively in partnership with parents, carers, and professionals, to identify the additional needs and special educational needs and disabilities of pupils, providing support and adaptation where appropriate
- Ensuring the schools fulfil their statutory duties regarding the SEND code of practice and relevant equalities legislation,
- Sharing effective strategies for teaching pupils with all abilities, including SEND,
- Ensuring that SEND provision is an integral part of all the school's policies, strategic priorities and initiatives.



Professional Development

The postholder leads a culture of meaningful continuous professional development, using innovative ideas to ensure the schools are outward-facing and visionary. They are responsible for ensuring an evidence-based approach to innovation, drawing on internal and external expertise. They put in place staffing structures that maximise opportunities for staff to grow their expertise and support succession planning across the schools. They ensure that professional development is linked to the schools' improvement priorities.

Organisational Management

The Executive Headteacher is responsible for prioritising the allocation of financial resources, ensuring efficiency, effectiveness, and probity in the use of public funds, and compliance with statutory obligations. They strategically manage the human, financial and physical resources to enable effective, efficient operation and future growth. They are responsible for the recruitment and deployment of staff.

Working with the Heads of School, Office Managers and Governing Bodies, they will advise on the formulation of the annual budget in order that the schools secure their objectives. This includes ensuring regular monitoring of the budget and the oversight of the use of recourse.

Continuous School Improvement

The Executive Headteacher promotes a culture of monitoring, evaluation, reflection, and improvement by:

- Making use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit school effectiveness, and identify priority areas for improvement
- Developing evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the school's context
- Ensuring careful and effective implementation of improvement strategies, which lead to sustained school improvement over time
- Ensuring agreed reporting mechanisms are effectively in place for the individual Governing Bodies.
- Develop leadership expertise at all levels, through coaching and other proper means.

Working in Partnership

The Executive Headteacher facilitates the collaboration of the three schools and their wider communities by:

- Ensuring a range of community-based learning experiences are available across and within each school,
- Collaborating with other agencies to ensure pupil and community needs are met,
- Ensuring strong partnerships and collaboration with the local church, parish, diocese, and the wider Christian community of Titchmarsh Primary School,
- Developing, where suitable, joint community events that promote the ethos of the schools
- Working with the individual FGB's to support the Unity's vision of a strong structure to provide a sustainable future