

## **Job description: Executive Headteacher (Federation Headteacher)**

This Warwickshire Nursery Schools Federation is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

### **Job details**

**Salary:** L11-17 - £66,368-£76,772

**Contract type:** Full time, permanent

**Reporting to:** Board of governors, Local Authority as required.

**Responsible for:** All staff and children within Kenilworth & Whitnash Nursery Schools Federation

### **Main purpose**

The role of the executive headteacher is to:

- Provide effective leadership and management to a group of schools in the federation
- Drive federation-wide improvement priorities
- Develop system leadership practice that support the sustainability of Maintained Nursery Schools
- Ensure that the schools in the federation are delivering high-quality provision and securing the best outcomes for pupils
- Promote a culture of unity and collaboration among the schools in the federation
- Manage individual budgets for the two schools.

### **Duties and responsibilities**

#### **Strategic leadership**

- Embed our shared vision across the federation, ensuring that it is understood by staff and families
- Develop and review the federation's strategic plan, ensuring that key objectives are used to develop school improvement plans
- Review and monitor progress of school improvement plans and self-evaluation forms, providing necessary challenge in order to achieve a sustained focus on the strategic objectives
- Build positive and respectful relationships with stakeholders and the wider community

## Managing the organisation

- Line manage senior leaders, providing effective support and challenge to help them secure best outcomes for pupils
- Carry out performance management in line with the federation's procedures
- Manage the federation's budget and resources effectively
- Develop and implement federation-wide policies
- Allocate financial resources appropriately, efficiently and effectively
- Develop and retain high-quality staff through effective professional development and performance management
- Establish clear and open lines of communication with all stakeholders
- Monitor staff wellbeing and workload and implement strategies to promote a healthy working environment
- Ensure the federation effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Work successfully with other schools, trusts and federations and organisations
- Maintain effective relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

## Teaching and learning

- Develop and implement a broad and balanced curriculum that meets the relevant statutory requirements
- Establish and sustain high-quality teaching across the Early Years Foundation Stage using a reliable evidence base wherever possible.
- Have ambitious expectations for all pupils, including those with special educational needs (SEN) and disabilities, and promote an inclusive culture that enables all pupils to access the curriculum
- Establish curriculum leadership, including developing early years specialists and leaders with relevant expertise and access to professional networks and communities
- Promote a culture that encourages collaboration, where best practice is shared in order to secure the best outcomes for pupils
- Ensure valid, reliable and proportionate approaches are used to assess pupils' knowledge and understanding of the curriculum

## Other areas of responsibility

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 executive headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.

### Notes:

This job description may be amended at any time in consultation with the postholder.

**Last review date:** October 2025

**Next review date:** October 2026

**Line manager's signature:**

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**Date:**

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**Postholder's signature:**

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**Date:**

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