

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:

Date:

Postholder's signature:

Date:
