BRADGATE
Education Partnership

Head Teacher

Teacher Pay: Leadership

Trust Mission

To make a positive difference to the lives of our pupils, ensuring they leave school with high outcomes.

Trust Purpose

By harnessing the efficiencies and rewards of a connected and effective Multi Academy Trust but retaining the character and autonomy of individual school we will support and create high performing collaborative academies who enable their pupils to succeed academically, emotionally and socially.

Trust Charter

At Bradgate Education Partnership as colleagues we are, **ambitious, collaborative and ethical** therefore as a Trust community we will:

- Prioritise safeguarding
- Collaborate with each other
- Work smart
- Support each other
- Meet and communicate effectively
- Provide and seek out professional development
- Strive for excellence

Employee Responsibilities

- Make safeguarding children a priority;
- Truly support the values, mission and purpose of the Trust – demonstrate and role model this commitment in everything that you do;
- Understand and comply with relevant policies and procedures
- Be aware of and support difference and ensure equal opportunities for all;
- Commitment to develop own professional skills;
- Work co-operatively as part of an immediate and wider team to aid effective working practices and a good quality education to the pupils within our Trust;
- Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

Job Purpose

The Head Teacher will be responsible for the professional leadership, strategic direction, and management for the school within the context of the Multi Academy Trust. The Head Teacher will be an exemplary role model to the school community enabling continuous improvement of school standards and quality. The post holder will fully embed the ethos of the Trust and school in all aspects of their work.

Relationships

The Head Teacher will report directly to the Executive Head Teacher and ultimately accountable to the Chief Executive Officer. Other key relationships include:

- **Pupils –** establish an environment that is welcoming and safe for pupils ensuring that a nurturing, professional working relationship is in place.
- **Parents/Carers –** ensure that parents/carers have confidence in the school and the ability of the Head Teacher, building a positive reputation of the school within the community.
- **School Staff –** lead by example to the staff team, setting high expectations of performance. Ensure that a supportive approach is adopted in order to empower staff to be the best they can be.
- **Trust Staff –** establish working relationships Trust wide, sharing best practice and encouraging communities for learning. Ensure that clear lines of communication are established with the Trust's Central Team to ensure positive working relationships.
- **Wider Head Teacher Group –** work closely with other Head Teachers within the group, supporting the collaborative approach and educational through model Trust wide.
- **Local Advisory Board –** enable the Local Advisory Board members to provide appropriate advice and challenge to the school thus supporting the overarching work of the Trust. Ensure that the Local Advisory Board role is understood correctly within the context of the Multi Academy Trust.
- **Other Stakeholders –** The school will regularly receive visitors/volunteers/LA staff/contractors to which the Head Teacher will be required to establish positive working relationships.

Specific Responsibilities

Safeguarding

- Take on the role of Designated Safeguarding Lead within the school ensuring that the welfare of children and young people are the priorty at all times.
- Ensure that all child protection cases are dealt with swiftly and effectively following the correct processes and procedures internally and externally to the Trust.
- Ensure that a safeguarding culture of vigilance is embedded in every aspect of school life.
- Ensure that all policies and processes relating to safeguarding are implemented across the whole workforce.
- Ensure that Keeping Children Safe in Education is issued to staff and workers on an annual basis and that they have read and understood their obligations.
- Implement new systems and processes in response to any updated Trust or legislative guidance/statutory information that is released.

Strategic Direction and Shaping the Future

- Work with the Trust to set out the aims and vision of the school, ensuring that these are clearly articulated, shared, understood and implemented by all.
- Develop and implement the annual school improvement plan which is underpinned by a sound financial plan to ensure sustainability for the school.
- Monitor and evaluate the performance of the school taking appropriate action to secure continuous improvement.
- Be outward looking to ensure that the School remains current and innovative. Ensure that educational thinking and developments are done in best interests of the pupils.
- Work collaboratively with the Trust and Trust schools
- Work within the Trust's Scheme of Delegation and governance structures to deploy the duies of the Head Teacher effectively in terms of leading, managing and developing the school.
- Supporting the strategic direction fo the Trust

Education & Performance of the School

- Ensure educational standards take account of national and school data, inspection and research findings and reflect best practice.
- Secure and sustain outstanding teaching and learning throughout the school employing a robust system of monitoring, evaluation and review supported by high quality CPD.
- Work with the Director of Schools, Executive Head Teachers and Lead Practitioners to evaluate and appraise the progress of the school.
- Challenge and support underperformances at all levels and ensure action is taken to secure improvement.
- Maintain a consistent and continuous all-inclusive focus on pupil achievement, using data and benchmarks to monitor progress in all learning.
- Create a culture and ethos of challenge and support where all pupils can develop, achieve success and become engaged in their own learning.
- Undertake a collaborative approach to curriculum by determining, organising, implementing and monitoring. Ensure that it can be assessed effectively and that it meets statutory requirements.
- Ensure that there is a robust system of assessment of pupil achievement and that there is an effective, accurate method of reporting to parents which ensures parents are well informed about their child's attainment and progress and how they can support this at home.

- Further develop the principle of assessment for learning and effective use of children's data, in order to set challenging yet realistic targets for all children.
- Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of students.
- Implement and maintain strategies that secure outstanding standards of punctuality and attendance.
- Create and maintain an environment and implement a Behaviour Policy that reflects the Trust's ethos and promotes development and learning and secures safety and discipline.
- Develop effective links with the community to enhance teaching and learning, and encourage parental involvement in children's education.
- Ensure that there is appropriate pastoral support available to pupils when required.

Human Resources, Leadership & Management of Staff

- Ensure that HR policies and procedures are adhered to and shared with staff so they are fully informed of employment related approaches within the Trust.
- Ensure that HR policies ar followed seeking advice from the HR department as appropriate.
- Lead by example as a model of professional conduct and presentation, demonstrating high personal standards of expertise and commitment.
- Maximise the contribution of all staff and develop a performance culture which supports the best possible outcomes for all pupils.
- Plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities in a manner that is consistent with terms and conditions of employment.
- Implement and maintain effective systems for performance management in line with the Trust's policy, lead continual professional development (CPD) of all staff.
- Motivate and enable all staff to carry out their respective roles effectively, ensuring that professional duties, as outlined in the Teachers' Standards are followed and implemented within the school.
- Implement recruitment practices that ensure staff of the highest quality are recruited, complying at all times with the Trust's Safer Recruitment Procedures.
- Deploy all staff effectively in order to ensure the highest quality of education provided.
- Establish effective communication with staff within school so that expectations of the day to day running of the school is clear.
- Ensure that clear lines of accountability are in place with staffing to ensure that standards/processes/policies are upheld at all times.

Health & Safety/Buildings Compliance

- Ensure that the Trust's Health & Safety Policy is promoted and embedded within the daily procedures and running of the school.
- Ensure that all staff are aware and understand their duties in relation to the Health & Safety Policy.
- Ensure that the learning environment meets the needs of the curriculum and health and safety regulations at all times.
- Establish robust reporting procedures for health and safety issues within the school that all staff follow.
- Undertake regular health and safety walks of the school ensuring that all requirements are met and that any issues identified are followed up on in a timely manner.
- Implement a planned schedule of maintenance, working closely with the Trust's Estates and Compliance Manager.

Finance

- Ensure that the Trust's Finance Policy is implemented effectively to ensure the Trust's compliance with the Academies Financial Handbook.
- Work closely with the Trust's Finance Team to manage the school's financial resources effectively and efficiently to achieve the school's educational goals and priorities.
- Set a balanced budget annually ensuring that spend is within the financial limits of the school.
- Work closely with and site the Trust on any financial difficulties the school may face.
- Ensure that there are robust procedures in place at the school to ensure control over expenditure on a daily basis.
- Ensure that monthly management reports are produced and submitted to the Trust in a timely manner.
- Support the Trust in meeting its financial targets, meeting deadlines as and when required.
- Maintain finances within key metrics as identified by the Trust.

The job description outlines key accountabilities for the role and it may be necessary to ask the Head Teacher to undertake additional duties commensurate to the role as and when required.

Head Teachers Standards

The Trust will manage and expect Head Teachers to adhere to the Head Teachers Standards, the link to the full document here:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/396247/National_Standards_of_Excellence_for_Headteachers.pdf

Domain One

Excellent headteachers: qualities and knowledge

Headteachers:

1. Hold and articulate clear values and moral purpose, focused on providing a worldclass education for the pupils they serve.
2. Demonstrate optimistic personal behaviour, positive relationships and attitudes towards their pupils and staff, and towards parents, governors and members of the local community.
3. Lead by example - with integrity, creativity, resilience, and clarity - drawing on their own scholarship, expertise and skills, and that of those around them.
4. Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.
5. Work with political and financial astuteness, within a clear set of principles centred on the school's vision, ably translating local and national policy into the school's context.
6. Communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel.

Domain Two

Excellent headteachers: pupils and staff

Headteachers:

1. Demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.
2. Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being.
3. Establish an educational culture of 'open classrooms' as a basis for sharing best practice within and between schools, drawing on and conducting relevant research and robust data analysis.
4. Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
5. Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
6. Hold all staff to account for their professional conduct and practice.

Domain Three

Excellent headteachers: systems and process

Headteachers:

1. Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.

2. Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.
3. Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
4. Welcome strong governance and actively support the governing board to understand its role and deliver its functions effectively – in particular its functions to set school strategy and hold the headteacher to account for pupil, staff and financial performance.
5. Exercise strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources, in the best interests of pupils' achievements and the school's sustainability.
6. Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.

Domain Four
Excellent headteachers: the self-improving school system
Headteachers:

1. Create outward-facing schools which work with other schools and organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils.
2. Develop effective relationships with fellow professionals and colleagues in other public services to improve academic and social outcomes for all pupils.
3. Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame self-regulating and selfimproving schools.
4. Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
5. Model entrepreneurial and innovative approaches to school improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
6. Inspire and influence others - within and beyond schools - to believe in the fundamental importance of education in young people's lives and to promote the value of education.

The Person


QTS/Extensive successful experience in education/previous Senior Leadership experience/Desirable leadership qualification
Excellent communicator who possesses emotional intelligence and empathy to manage a wide range of circumstances
Ability to motivate self and team to ensure high standards are maintained across all aspects of the school
The Post Holder
Someone who possesses a strong educational philosophy that is centred around evidence base, someone who will lead a values driven education model in line with the Trust's core principles
An innovative individual who will embrace the use of technology for learning and developing
A resilient individual with a 'can do' attitude to tackle problems and create a positive working environment
Operationally sound with the ability to develop and implement strategic thinking

Signed Declaration:

I have read, understood and agree with the contents of the job description:

Name: .....

Signed: .....

Date: .....