



JOB DESCRIPTION

Job Title	STEP Head Teacher
Responsible to	Executive Head Teacher

Purpose of the post

The Head Teacher will implement the vision of STEP Academy Trust and provide effective leadership for at least one member Academy, inspiring and motivating those engaged in the activities of teaching and learning.

The Head Teacher will create and maintain a culture of continuous improvement and success, and a high standard of education for all. The Head Teacher will represent the Academy and act as an advocate for its mission and values, forming and developing effective partnerships within and beyond the Trust.

The Head Teacher will promote and model the Academy values and successfully implement the Board of Trustees' and Academy Committee's policies. The Head Teacher will create a learning environment in which the resources of the Academy are effectively managed to secure the achievement of both children and staff.

Key responsibility areas (with the Executive Head Teacher):

- Strategic leadership and management;
- Leadership and management of the curriculum, pupils' attainment and progress;
- Leadership and management of staff;
- Leadership and management of the Academy within its community.

Strategic direction and development (with the Executive Head Teacher):

The Head Teacher will:

- Motivate and empower others to carry the vision of the Trust forward;
- Ensure sustainability is integrated across all areas, using as many of the Academy's resources as possible;
- Model the values and vision of the Academy and STEP Academy Trust;
- Implement and maintain effective school improvement planning and self-evaluation systems;
- Be responsible for the management, development and resourcing of specific policies of the Academy;
- Support a staffing strategy which takes account of succession planning and the need to "grow our own";
- Ensure statutory requirements, the decisions of the Board of Trustees, Academy Committee, and Executive Team and the needs of the children, their parents and the community are met;
- Work in harmony with Trustees, Academy Committees, Executive Teams, Central Teams, local schools, other STEP Academies and other partners, as appropriate, to ensure the Academy provides and receives the support and services needed.

Teaching, learning and pupils (with the Executive Head Teacher):

The Head Teacher will assist the Academy Committee by:

- Support the Trust Vision through delivery of AIP, development of the STEP Curricula and ensuring it is contextualised and embedded within working practices.
- Developing innovative and relevant approaches to meet the needs of all pupils;
- Achieving a sense of harmony, through the effective management of pupils behaviour and expectations, raised aspirations and increased self-belief
- Involving pupils in decision-making processes in the Academy and by developing policies and practices that treat pupils as partners in the learning process;
- Developing comprehensive pastoral care systems and behaviours to assure optimum levels of positive pupil welfare and a shared zero tolerance of bullying and other anti-social activity;
- Maintaining effective assessment, recording and reporting systems of pupils' progress;
- Maintaining high expectations and raising aspirations, mindful of some lower than average starting points;
- Monitoring and evaluating the curriculum for both quality and value for money.

Leading and managing staff (with the Executive Head Teacher)

The Head Teacher will:

- By example, demonstrate the highest professional standards at all times;
- Encourage and support collaboration across the Academy, as well as with any partner academies and ultimately across STEP;
- Support and drive the Trust wide leadership behaviours;
- Lead the recruitment and selection of staff employed to deliver teaching and learning to pupils;
- Exercise effective staff management, lead and motivate others and cultivate effective working relationships at all levels;
- With support from Heads of Service, maximise the contribution of all staff to improve the quality of education provided and standards achieved;
- Manage the effective deployment and performance of teaching and learning staff by ensuring their professional development;
- Create and maintain good working relationships amongst all members of the Academy community;
- Sustain, motivate and be aware, through performance management, of how best to apply a bespoke development plan for all;
- Promote the STEP Academy Trust ethos in which the highest achievements are expected from all members of the Academy community.

Efficient and effective use of staff resources (with the Executive Head Teacher):

The Head Teacher will:

- Work with governors and colleagues to recruit and retain staff of the highest quality;
- Plan, manage and monitor the curriculum within the agreed budget, setting appropriate priorities for expenditure, allocating funds and ensuring effective administration and control;

- With support from the Central Team, manage delegated budgets as required
- Manage and organise accommodation efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety requirements;
- Ensure that the allocation and use of accommodation provides a positive learning environment that promotes the highest achievement for all;
- Monitor and evaluate overall provision of value for money.

Accountability (with the Executive Head Teacher)

The Head Teacher will:

- Work closely with the Chair of the Academy Committee and secure a positive working relationship with the Academy Committee;
- Provide information, objective advice and support to the Academy Committee 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;
- Create and develop an organisation in which staff recognise that they are accountable for the success of the Academy and manage performance effectively;
- Ensure that a good information flow is maintained within the Academy;
- Present a coherent and accurate account of the Academy's performance in a form appropriate to a range of audiences;
- Ensure that parents and pupils are well informed about the achievement, attainment and progress of their children and are able to understand targets for improvement;
- Develop and encourage good relations between the Academy and the local community;
- Work closely with member STEP Academies and schools locally, nationally and internationally;
- Work closely with the Local Authority to meet the needs of Academy pupils.
- Be accountable to the Executive Head Teacher
- Deliver specific objectives as identified by the Executive Team to secure levels of the pay range
- Support the Trust in improving education of all STEP children through collaboration, where appropriate, in line with the career pathways.

Safeguarding commitment

STEP Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for this post.

Personal Development

Maintain a commitment to your own professional development. Be aware of changing employment legislation, new developments and innovations through the use of publications, internet and other resources. Stay informed about relevant changes and emerging themes within the sector.

Commitment to Equality and anti-racism

STEP Academy Trust has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

Commitment to Diversity

Take individual and collective professional responsibility for championing the Trust's anti-racism agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.

Green Statement

Seek opportunities for contributing to sustainable development of the Trust, in accordance with the Trust's Green Commitment. In particular, demonstrate good environmental practice such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction.

Data Protection

To be aware of the Trust's responsibilities under the Data Protection Act 2018 and GDPR and ensure compliance.

Confidentiality

You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence.

Health & Safety

Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

The post holder may be required to perform other than these duties given in the job description. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility. The job description is not a comprehensive statement of duties but sets out the main expectations of the Trust.

PERSON SPECIFICATION

Job Title: **STEP Head Teacher**

Category	Essential	Desirable	Assessed by: Application Form	Assessed by: Interview	Assessed by: Task
Qualifications & Experience					
Qualified Teacher Status	√		√		
Degree or equivalent	√		√		
National Professional Qualification of Headship		√	√		
Successful experience of school leadership, at least to Deputy Head Teacher level	√		√	√	
A commitment to achieving excellence and a track record of delivering strategies to raise standards	√		√	√	
A record of outstanding practice and results as a classroom practitioner and leader	√		√	√	
Commitment to developing a curriculum that addresses a diverse range of needs	√		√	√	
Evidence of leading on curriculum initiatives	√		√	√	
A track record of effective behaviour management.	√		√	√	
Creativity and rigour in developing self-evaluation systems	√		√	√	
Demonstrate experience of managing poor performance management processes.	√		√	√	
Experience of ensuring that the management, finance, structure and administration of a school supports its priorities and objectives	√		√	√	
Knowledge, Ability & Understanding					
Good knowledge and experience of handling school performance data: collation, evaluation, reviewing and taking appropriate action in order to raise standards and attainment	√		√	√	
Good understanding of issues which affect quality in educational achievement including target setting, assessment, diversity and inclusion strategies	√		√	√	

Category	Essential	Desirable	Assessed by: Application Form	Assessed by: Interview	Assessed by: Task
Secure understanding of the National Curriculum	√		√	√	
Deploy staff effectively and ensure the appropriate allocation of resources	√		√	√	
Show a commitment to continuous professional development for all staff	√		√	√	
Ensure effective communication strategies within the Academy and across STEP Academy Trust	√		√	√	
Ability to identify and acknowledge excellence and challenge poor performance	√		√	√	
Ability to manage the day-to-day running of a school efficiently and effectively, delegating management tasks and monitoring their delivery	√		√	√	
Knowledge of the legal framework of education policy	√		√	√	
Ability to build a constructive and open relationship with the Academy Committee	√		√	√	
Ability to develop and sustain a safe, secure and healthy school environment.	√		√	√	
Commitment to promoting the aims and achievements of the Academy and STEP Academy Trust, to current and prospective parents, carers and other stakeholders.	√		√	√	
Track record of developing effective relationships with parent, governors, the LA and other agencies to enhance the education of all pupils	√		√	√	
Drive, vision, commitment and ambition to ensure that outstanding practice is embedded throughout the Academy and across the Trust.	√		√	√	
Unrelenting focus on academic progress across the ability and age range	√		√	√	
Understand the mission/aims of STEP Academy Trust and to understand how we work together as a family of schools	√			√	
Establish successful relationships at all levels and have good communication skills both verbal and written	√		√	√	
Ability to fully engage parents and the STEP community	√		√	√	

Category	Essential	Desirable	Assessed by: Application Form	Assessed by: Interview	Assessed by: Task
Be aware of child protection and safeguarding policy/procedures	√		√	√	
Skills in ICT	√		√	√	
Leadership Skills					
Strong leadership skills and the ability to encourage and motivate others, including Academy staff and Academy Committee	√		√	√	
Translate the vision into coherent, achievable and challenging plans	√		√	√	
Manage the Academy's finances effectively and efficiently including an awareness of all funding sources	√		√	√	
Secure the confidence and loyalty of the whole Academy community	√		√	√	
Communicate effectively to staff, parents, children and the wider community issues relating to both the Academy and STEP Academy Trust	√		√	√	
Create and lead a united successful leadership team	√		√	√	
Show a commitment to collaborative decision making	√		√	√	
Manage change in a supportive environment	√			√	
Other					
Awareness /Commitment to equality and diversity	√		√	√	
Commitment to health and safety	√		√	√	
Commitment to attendance at work	√		√	√	
Access to car		√	√		
Reference should provide a strong level of support for relevant professional and personal knowledge, skills and abilities related to above.	√		√		