

HEADTEACHER JOB DESCRIPTION

Position:	Headteacher
Reporting to:	Chief Executive Officer (CEO), SHINE Multi Academy Trust
Liaising with:	CEO, Board of Trustees, Local Governing Body, Headteachers within the Trust, John Hunt Academy Staff at all levels, external agencies, parents and community members.
Purpose:	• To provide vision and professional leadership for John Hunt Academy to secure its success and improvement and ensure a first-class education for all its pupils. • To satisfy the aims of John Hunt Academy through the implementation of the policies of the Board of Trustees and the Local Governing Body. • To uphold the core values and ethos of SHINE whilst maintaining and developing the distinct nature of John Hunt Academy.
Working time:	Full Time The salary reflects the full range of duties required; however, you will be expected to work out of school hours as and when needed. The Headteacher is expected to devote their full time to the work of John Hunt Academy and not to engage in any other business or take up any additional employment without the express consent of the CEO.
Main Duties:	To carry out the professional duties of a Headteacher as provided for under the relevant sections of the School Teachers' Pay and Conditions Document ¹ and in line with the expectations of the Headteacher Standards

1. Strategic Planning / Academy Development

- Provide inspiring and purposeful leadership to the staff and pupils.
- Work in partnership with the Local Governing Body, staff and parents; generating and sustaining the ethos and values which will underpin the Academy.
- Devise and implement a Development Plan which will secure continuous school improvement.
- Monitor and evaluate the performance of the Academy and respond and report to the Board of Trustees and Local Governing Body, as required.
- Ensure that management, finances, organisation and administration of the Academy support its vision and aims.
- Ensure that policies and practices take account of national, MAT and local requirements.
- Monitor, evaluate and review the impact in practice of policies, priorities and targets of the Academy and take action if necessary.
- Ensure all those working at the school are committed to its aims; remain motivated to achieve them; and are involved in meeting long, medium- and short-term objectives and targets which secure educational success.

2. Teaching and Learning

- Ensure that the statutory requirements of the national curriculum are met.
- Maintain an environment that promotes and secures good teaching, effective learning, high standards of achievement and good behaviour.
- Determine, organise, implement and monitor the curriculum and its assessment (within the SHINE framework of Provision, Enhancement and Enrichment) and ensure that statutory requirements are met.
- Ensure that pupils develop study skills in order to learn more effectively and with increasing independence.
- Determine, organise and implement a policy for the personal, social and moral development of pupils.
- Monitor and evaluate the quality of teaching and learning and standards of achievement of all pupils through appropriate methods.
- Determine and implement positive strategies and programmes which ensure good pupil behaviour and discipline and give support and clear guidance on exclusions.
- Develop and maintain effective links with the community including local businesses, to extend the curriculum and enhance teaching and learning.
- Maintain an effective partnership with parents and the wider community to support and improve pupils' achievement and personal development.
- Promote and contribute to extracurricular activities in accordance with the educational aims of SHINE.

3. Leading and Managing Staff

- Plan, allocate, support and evaluate work undertaken by groups, teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities in a manner consistent with conditions of employment.
- Advise the CEO on the recruitment and selection of teaching and support staff.
- Consistently employ the SHINE systems for the management of staff performance, incorporating performance management and target setting.
- Promote and monitor the continuing professional development of staff, including the induction of newly qualified teachers.
- Ensure that professional duties are fulfilled, as specified in the Terms and Conditions of Service of Teachers, including those of Headteacher.

- Participate in the arrangements made in accordance with the regulations for performance management and threshold assessment, and to take part in the identification of areas in where the Headteacher would benefit from further training.
- Ensure that a Deputy Headteacher, or suitable person, assumes responsibility for the discharge of the Headteacher's function at any time when the Headteacher is absent from their post.
- Continue the development of good working relationships with governors, staff, pupils, parents/carers and the community.

4. Efficient and effective deployment of staff and resources

- Assist the CEO and Finance and Business Director with the formulation of the annual budget, in order that the Academy secures its objectives.
- Work with the Board of Trustees, Governors and senior colleagues to recruit and retain staff of the highest quality.
- Make arrangements for the security and effective supervision of the school buildings, their contents and the grounds.
- Set appropriate priorities for expenditure, allocation of funds and effective administration and control.
- Ensure the regular monitoring of the budget for the Academy and the oversight of the use of resources.
- Manage and organise the accommodation efficiently and effectively to ensure it meets the needs of the curriculum, community use and health and safety regulations.
- Work with colleagues to deploy and develop all staff effectively in order to maintain and improve the quality of education provided.
- Manage, monitor and review the range, quality and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money.

5. Accountability

- Work closely and develop close working relationships with the CEO, the Board of Trustees and Governors.
- Continue to develop an organisation in which all the staff recognise that they are accountable for the success of the Academy.
- Present a coherent and accurate account of performance in a form appropriate to the range of audiences including the Board of Trustees, Governors, local community, OFSTED and others, to enable them to play their part effectively.
- Ensure that parents/carers and pupils are well informed about their child's curriculum attainment and progress and about the contribution they can make in supporting learning and achievement.
- Ensure that parents/carers and pupils are well informed about the curriculum and the targets for improvement.
- Provide information, objective advice and support to the Local Governing Body to enable it to meet its responsibilities for securing effective teaching and learning, improved standards of achievement, and for achieving efficiency and value for money.
- Carry out any such duties as may be reasonably required by the CEO and Board of Trustees.

6. Safeguarding Children and Safer Recruitment

- Ensure that the policies and procedures adopted by the MAT are fully implemented and followed by all staff.
- Ensure that sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities, including taking part in strategy discussions and other inter-agency meetings, and contributing to the assessment of children.
- Ensure that all staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and that such concerns are addressed sensitively, effectively and in a timely manner, in accordance with agreed whistle blowing practices.

This school is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment.

7. Other Duties

- Play a full part in the life of the MAT and their own school, to support its distinctive vision and ethos and to encourage staff and pupils to follow this example.
- Commit to continuous professional development.
- Comply with the MAT and local Health and Safety Policy and undertake risk assessments as appropriate.
- Undertake any other duty as specified by the CEO and Board of Trustees not mentioned in the above.

This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the Trust in the future. The appointment is subject to the current conditions of employment in the School Teachers' Pay and Conditions as they relate to Headteachers' and as adopted by the MAT.

HEADTEACHER PERSON SPECIFICATION

The Person Specification is used by the selection panel to identify the attributes a successful candidate will need to bring to the post.

Those marked **E** are essential and must be met in order for a candidate to be shortlisted for interview or appointed to the post.

Those marked **D** are desirable and will strengthen a candidate's likelihood of being invited to interview or appointed to the post.

All other abilities and aptitudes will be judged 'by degree' from the application form, references, task, presentation and interview activities to guide the selection panel in appointing a candidate who is personally and professionally suited to successfully filling this post.

A = application form/cover letter R=Reference T=Task P=Presentation I=Interview

Candidates should ensure that they will satisfy the essential elements before applying, and ensure that they construct their letter of application to include the areas requested in the details sent to potential candidates.

	CATEGORY	EVIDENCE
QUALIFICATIONS		
Qualified Teacher Status	E	A
NPQH	D	A
Recent CPD relevant to the post	D	A
Other professional qualifications	D	A
EXPERIENCE		
Substantial, successful teaching experience in the primary phase	E	A/R
Experience in more than one school	D	A
Substantial, successful senior leadership experience in primary phase schools	E	A/R
Experience of appraising the work of others	E	A/T/I
Experience of working with governors	E	A/T/I

JOHN HUNT ACADEMY HEADTEACHER APPLICATION

	CATEGORY	EVIDENCE
PROFESSIONAL KNOWLEDGE, SKILLS AND UNDERSTANDING		
Up to date knowledge of primary education	E	A/R/T/I
Knowledge and experience of school self-evaluation	E	A/R/T/I
Up to date knowledge of assessment and tracking	E	A/R/T
Understanding of school improvement strategies	E	A/R/T/P/I
Knowledge of current educational legislation and initiatives	E	A/R/I
Knowledge of equal opportunities and commitment to their pursuit	E	A/R/I
Wide knowledge of effective teaching methods and strategies	E	A/R/T/P
Highly developed skills in analysing and interpreting performance data	E	T
Ability to scan the educational landscape and prepare for the future	E	A/I
Highly developed skills in budget management	D	A/R/I
LEADERSHIP & MANAGEMENT		
Demonstrates the qualities needed to be an inspirational leader with a clear vision for the school	E	A/I
Commitment to work pro-actively with governors and staff	E	A/T/I
Ability to make and support difficult decisions	E	I/T
Ability to promote high expectations of children and staff	E	A/I
PROFESSIONAL COMPETENCIES		
Ability to think strategically, plan for the future and form a vision	E	A/R/T/P/I
Ability to drive and manage change efficiently		
Ability to establish appropriate priorities for spending and effectively manage and monitor the school budget		
Ability to maintain and work within policies and procedures		
Competent user of IT and electronic data systems		
Commitment to setting high expectations and ability to challenge underperformance		
Commitment to ensuring inclusion, addressing diversity and access		
Ability to motivate and manage members of staff with different skills and experience and to delegate appropriately		
Good communication skills, with an ability to present with clarity and authority orally and to write effectively		
Ability to take clear decisions		
Ability to establish and maintain effective relationships with parents, carers and other agencies with a connection to the school		
Ability to collaborate and network with others beyond the school in order to build and maintain a learning community		

JOHN HUNT ACADEMY HEADTEACHER APPLICATION

	CATEGORY	EVIDENCE
COMMUNITY		
Evidence of collaborating with other schools and educational providers	E	A/R
Evidence of welcoming parents and the wider community into school and valuing their input	E	A/R
SAFEGUARDING		
Evidence of up to date safeguarding training	E	A
Knowledge of the responsibilities in managing safeguarding matters	E	I
Understanding of the school’s role in keeping pupils and staff safe	E	A/I
Enhanced DBS check	E	Post Appointment
PERSONAL ATTRIBUTES		
A passion for creating a rich, opportunity led, curriculum and environment where children develop a love of learning	E	T/P/I
Ability to prioritise		
Adaptable and resilient		
Efficient and able to complete tasks on time		
Able to create effective working relationships with all staff, governors and parents / carers		
Self-aware, reflective and forward thinking		
Approachable		
REFERENCES		
The candidate will have appropriate references recommending for the post	E	R
SPECIFIC REQUIREMENTS		
The ability to present professionally and manage tasks and an interview with confidence, authority and conviction	E	T/P/I
The ability to put the spiritual, moral, social and cultural (SMSC) development of pupils at the heart of school life	E	A/T/I