

**PERSON SPECIFICATION**

You will be an outstanding professional with a passion for education and the development of young people. You are likely to be a current Head or Deputy at a secondary school and will have a proven record of inspirational leadership at a senior level.

**You will be expected to have:**

* Significant experience in education, including in senior leadership roles;
* A proven ability to lead, motivate and manage teams and to inspire and challenge staff and students to attain their best outcomes;
* Excellent financial, resource planning, project management and management skills;
* Experience of developing, implementing and monitoring school improvement and development plans;
* Experience and success in driving improvement in academic standards;
* A record of outstanding classroom performance and exam results for students;
* A detailed understanding of current educational policy and issues, the ability to assess their impact on the School and to explain them effectively to Governors;
* Experience of successfully managing relationships with stakeholders, school regulators and others, for the benefit of the school;
* Experience in HR management, including recruitment, pay, staff development, performance management and disciplinary procedures;
* A strong commitment to personal development for all;
* The ability and willingness to develop relationships with other schools and the relevant authorities;
* Experience in dealing with safeguarding matters;
* The ability to uphold the standards for headteachers as set out in the ‘Headteachers’ Standards 2020’.

**Personal Qualities**

* An inspirational presence with the ability to hold and engage a range of audiences;
* A strong work ethic coupled with effective delegation, prioritisation and time management skills;
* Honesty, integrity and commitment to the Nolan principles of public life;
* Ability to act as an exceptional role model for students and staff;
* Excellent interpersonal skills with adults and students;
* ICT competence and the ability to make effective use of management information systems;
* A belief in, and the ability to articulate, the importance of selective education;
* A deep personal commitment to fairness and diversity, as well as social mobility;
* The ability to be firm and resolute but with kindness, empathy and compassion;
* A genuine belief and interest in the extra-curricular activities of the school.

**Qualifications**

* An honours degree from a leading university;
* Qualified teacher status, possibly with an NPQH;
* A proven track record of professional development;
* Up to date knowledge of Safeguarding, Safer Recruitment and KCSIE.

**Job Description**

**Post Title:**

Headteacher

**Reporting to:**

The Governors of Torquay Boys’ Grammar School (TBGS) and Trustees of TBGS Multi-Academy Trust

**Responsible for:**

The strategic direction of the School and all aspects of the School’s day to day management, including staffing, curriculum, pastoral care, finance and premises. Also responsibility as Accounting Officer of Torquay Boys’ Grammar School Multi-Academy Trust.

**Employment duties:**

The appointment is subject to the current conditions of employment of Headteachers contained in the School Teachers’ Pay and Conditions Document, the School Standards and Framework Act, the National Standards for Headteachers, and other current educational and employment legislation. In carrying out his/her duties the Headteacher shall consult, where appropriate, with the Governing Body, the staff of the School, the parents of its students and other stakeholders.

**Remuneration:**

L33-39

**Disclosure level:**

Enhanced DBS with Barred list and Prohibition from Management checks (Section 128 Direction)

**Strategic Direction & School Development:**

* Develop the strategic view and direction for the School;
* Create and develop an ethos which enables secure and effective teaching and progress for all students, irrespective of their background, abilities or aptitudes;
* Develop the commitment of parents to the School and to the processes and practices associated with effective learning at home and at school;
* Devise and implement sound financial plans which target areas of need, so maximising standards and achievement for students and staff;
* Monitor progress against set targets effectively, taking any necessary action to achieve success;
* Ensure that the School is well known as a strong and effective contributor to education locally, regionally and nationally;
* Adopt a critical and realistic approach to education initiatives, as appropriate to the School.

**Leadership and Management:**

* Provide leadership which will inspire, motivate, challenge and support all staff employed by the School;
* Line manage members of the Leadership Team for the purposes of annual appraisal;
* Maintain and enhance staff morale;
* Further develop an ethos in the School which encourages openness and dialogue and where staff and student opinions are valued;
* Provide opportunities for all staff to develop their professional skills as an aid to improving performance and student achievement;
* Further develop systems within the School to ensure the effective evaluation of performance and development needs. These will be set out in the annual School Development Plan;
* Ensure that all staff have the opportunity to work as part of effective teams and so benefit from mutual support and development;
* Ensure that all staff have appropriate job descriptions, updated to reflect changes that may occur;
* Market the School and secure recruitment both in Year 7 and Year 12;
* Be available to meet staff, pupils, parents and other stakeholders;
* Maintain a healthy and positive relationship with the governors, Trustees and Local Authority
* To ensure that the school is fully prepared for inspections;
* Be the lead contact with the press and to be the ‘public face’ of the School;
* Manage the selection and appeals process;
* Keep up to date with the best practice within the sector and beyond;
* Enhance consistency throughout all areas of the School.

**Teaching and Learning:**

* Ensure that teaching and learning throughout the School are of the highest standard, so enabling students to achieve to the best of their potential;
* Rigorously enforce the School uniform/dress code and the highest standards of behaviour both inside and outside of lessons;
* Sustain the environment and code of behaviour which enables effective teaching and learning to take place;
* Sustain an ethos of mutual respect and co-operation between all people associated with the School;
* Further develop the curriculum to respond to students’ needs and aspirations;
* Monitor the effectiveness of the curriculum and seek areas for improvement;
* Monitor the quality of teaching and learning both individually and by curriculum area to ensure quality provision;
* Ensure that all students are correctly identified according to the SEND Code of Practice and provided them with the appropriate level of support.

**Resources:**

* Effectively recruit and manage the staff of the School;
* Deploy resources effectively and efficiently in order to achieve the aims and objectives as set out in the School Development Plan;
* Seek additional resources for the School in order to improve facilities or offer improved opportunities for students and staff;
* Ensure that current resources and facilities are maintained in good order;
* Strive to upgrade and further develop the School’s resources and facilities, thereby improving working conditions and opportunities for students and staff, always within ‘best value’ guidelines.

**Accountability:**

* Be accountable for every aspect of the day-to-day management and long-term development of the School;
* Maintain and monitor an effective and manageable appraisal system for teaching and support staff;
* Present regular reports to the governing body, providing information which enables them to meet their responsibilities in full;
* Provide reports and data about the School, as and when appropriate;
* Develop an ethos in the school where all staff feel valued and where they play an important part in determining the future success of the School;
* Develop opportunities for students to share in the decision-making processes of the School, so developing ownership and responsibility for their own future (School Council/Student Voice);
* Develop sound and effective systems of communication with the School and between school, community, parents and other external organisations;
* Expand community collaborations with other local schools and organisations;
* Constantly strive to develop further the School’s reputation locally, regionally and nationally.

**Trust Accounting Officer Responsibilities**

As the Accounting Officer you will:

* Be personally responsible to Parliament, and to the ESFA's accounting officer, for the financial resources under the trust’s control
* Be able to assure Parliament, and the public, of high standards of management of public funds, particularly:
	+ Value for money – not only for the trust but for taxpayers in general
	+ Regularity – making sure all income and expenditure is in accordance with legislation, the terms of the trust’s funding agreement and the ATH
	+ Propriety– expenditure should be dealt with in accordance with Parliament’s intentions
* Follow the ‘7 principles of public life’ (a code of conduct for anyone who holds a public office role)
* Have oversight of financial transactions, by making sure:
	+ Trustees control the trust's property and assets, and measures exist to prevent losses or misuse
	+ More than 1 person operates bank accounts, financial systems and financial records
	+ They keep full and accurate accounting records
* Take personal responsibility for assuring the board of trustees that the trust complies with the ATH and the funding agreement
* Complete and sign a statement on regularity, propriety and compliance each year and submit this to the ESFA with the audited accounts
* Demonstrate how the trust has secured value for money via the governance statement in the audited accounts

**Note:**

* This description of the tasks is by no means exhaustive. Our expectation is that the Headteacher will do whatever is necessary to further the effective performance and development of the School, its students, staff and community;
* Additions and amendments to those responsibilities may be made from time to time by agreement between the Headteacher and Trustees.