



## Job Description Headteacher

### Purpose

The role of the Headteacher is to provide dynamic and inspirational leadership so that every child can fulfil their true potential.

They are responsible to the Local Governing Board, the Trust Central Team and the Trustees of the Odyssey Collaborative Trust, and the local school community. They are line managed by the CEO of Odyssey Collaborative Trust.

The post holder will:

- be responsible for the overall strategic leadership, internal organisation, management and control of the school.
- formulate the overall aims and objectives of the school and policies for their implementation.
- promote and safeguard the welfare of staff and children at the school.
- be a proactive part of Odyssey Collaborative Trust, fully committed to supporting and improving all schools within the Trust

This senior post will change and develop over time; with the post holder needing to be proactive in the context of strategic priorities, it is impossible to set out the full range of duties. The following is an indicative list and is not in order of importance.

As this job is designated as a 'regulated activity', an enhanced DBS with a Barred list check is essential.

### Principal accountabilities

1	<p>A Headteacher's professional duties must be carried out by and subject to the following:</p> <ul style="list-style-type: none"> <li>• The provision of all applicable legislation;</li> <li>• The Headteachers' Standards 2020 and Odyssey Collaborative Trust Scheme of Delegation;</li> <li>• Any rules, regulations or policies made by the Local Governing Board or Trust Central Team and for which they are responsible;</li> <li>• The terms of the Headteacher's appointment.</li> </ul>
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### Delegation

2	The Headteacher's responsibilities may be delegated to a Deputy Head or other member of staff in a manner consistent with their conditions of employment, having regard to the nature and extent of their management responsibilities and maintaining a reasonable workload
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### Ethos and vision

3	Promote an ethos that has the well-being of every child at its heart.
4	Promote a culture of encouragement, support and challenge to achieve each child's full potential and the highest possible educational standards.
5	Shape a vision for the school with the support and involvement of staff and the Local Governing Board.
6	Ensure this vision is clearly and effectively articulated, shared and understood by the staff and the wider community.

7	Translate this vision into agreed objectives and operational plans, which will promote and sustain school improvement.
8	Promote creativity, innovation and the use of appropriate technology to achieve excellence.
9	Ensure that the ethos and practices of the school support all the children and meet local and national requirements.
<b>Leadership and management</b>	
10	Develop, lead and motivate staff to achieve their full potential.
11	To ensure that the school complies with national and Trust expectations for safeguarding and child protection and to take all reasonable steps to ensure pupils are as safe as possible.
12	Manage the performance of teachers and other allocated staff by the relevant terms and conditions of employment.
13	Ensure arrangements are in place for the security and safety of school buildings, contents and grounds, ensuring any maintenance issues are promptly reported to the Trust Central Team if required.
14	Manage the school finances effectively, working closely with relevant local governors and the Trust Central Team.
15	Ensure all school policies are updated, working closely with teaching staff, the Senior Leadership Team, the Local Governing Board and the Trust.
16	Maintain a collaborative learning culture within the school and actively engage with other trusts, local schools and outside agencies to extend the effective learning community.
17	Manage own continuing professional development.
18	Ensure the engagement and well-being of all school staff and encourage a healthy work/life balance.
19	As required, advise the Trust Central Team, school Senior Leadership Team and the Local Governing Board, continuing the proactive and effective working partnership.
20	Promote and facilitate all staff's relevant continuing professional development, including induction.
21	<p>Act as Designated Safeguarding Lead for the school and work within local, national, Trust and school policies and legal frameworks to ensure the well-being, health, safety and safeguarding of all pupils and staff. This includes:</p> <ul style="list-style-type: none"> <li>• Refer cases to relevant third parties (LA, Channel, Disclosure and Barring Service, Police, etc.)</li> <li>• Act as a source of support, advice and expertise for all staff</li> <li>• Act as a point of contact with the safeguarding partners</li> <li>• Ensure child protection files are kept up to date and shared appropriately</li> <li>• Ensure each member of staff has access to, and understands, the school's child protection policy and procedures, especially new and part-time staff</li> <li>• Undergo relevant training as set out in KCSiE and keep knowledge up to date</li> <li>• Support and advise staff and help them feel confident on welfare, safeguarding and child protection matters, ensuring that training is relevant and effective.</li> <li>• Make sure that the filtering and monitoring systems and processes block harmful and inappropriate content without unreasonably impacting teaching and learning</li> </ul>
<b>Teaching, learning and curriculum</b>	
22	Lead in developing and implementing a curriculum that inspires, engages and develops the well-being of all children.
23	Ensure a consistent and continuous school-wide focus on pupil assessment and achievement, using appropriate data and benchmarks to set, monitor, track and evaluate individual pupil progress.
24	Manage transition for all children at key stages in their learning.
25	Ensure exemplary standards of behaviour and attendance for both pupils and staff.
26	Observe, monitor, evaluate and review classroom practice and promote improvement strategies, aiming for outstanding standards of teaching and learning at all times.
27	To work with the Trust and other educational improvement bodies to evaluate the effectiveness of the school and address any identified areas of improvement.
<b>Relationships, communication and consultation</b>	

28	Build effective relationships with all stakeholders (including school parents) through excellent communication and interpersonal skills, providing and taking relevant and appropriate advice.
29	Coordinate the school's work with other educational establishments to ensure smooth transitions for children and continuity of learning.
30	Work with the Local Governing Board and the Central Trust Team to provide information on all relevant aspects of the school, its progress and intended development.
31	Ensure equality of opportunity for all children, staff and stakeholders.
32	Lead on best practices in inclusion.
33	Be fully committed to the ethos of the Trust, working effectively with other Headteachers and staff to improve all schools within the Trust.
<b>Daily break</b>	
34	A Headteacher is entitled to a break of reasonable length during the school day and shall arrange for a suitable person to assume responsibility for the discharge of their functions as Headteacher during that break.
<p><b>GENERAL:</b>  The above principle accountabilities are not exhaustive and may vary without changing the role's character or level of responsibility. The post holder must be flexible to ensure the operational needs of the school and Trust are met. This includes undertaking duties of a similar nature and responsibility as and when required throughout the various schools in the Trust. The above duties may involve having access to information of a confidential nature.</p>	