



Job Description

Post Title	Salary	Reviewed
Headteacher	L16 - L22	December 2023

Managed by: Chief Executive Officer (CEO)

Responsible for: Deputy Headteacher and other staff as directed.

Job Purpose

- This postholder will lead and manage the Senior Leadership Team (SLT) of the school, working in partnership, with the central team and the local SLT to identify the vision, values and key priorities for North Star Academy Trust and ensuring these priorities are implemented within North Star 240° and across the Trust.
- Ensure the highest expectations for the school and its communities ensuring that where change is needed the momentum for this is clearly communicated and understood. The Head Teacher is responsible for creating a culture of striving for excellence, challenging the status quo and continually seeking areas where the school needs to improve.
- Develop and implement the educational strategy within the school to secure the Trust's agreed values, curriculum principles and organisational behaviour.
- Support the culture of continuous professional development in order to meet the range of needs of the pupils in the school, primarily the need type is SEMH, however the headteacher must be confident in differentiating to meet secondary needs. The expertise of the post holder across the diverse range of need types will ensure that all pupils have an excellent curriculum offer and learn well, retaining skills, knowledge and understanding to build-on as they progress through the school.
- Support and challenge all school leaders and the other teams of staff within the school, motivate and empower them to attain ambitious outcomes that maximise the educational and personal development of pupils.
- Identify and challenge any under-performance in teaching and support team leadership and management to secure delivery of excellent teaching and learning within the school through the promotion of high-level professional standards, and rigorous monitoring and evaluation.
- Act within the statutory frameworks, which set out the professional duties and responsibilities and in line with the duties outlined in the current School Teachers Pay and Conditions Document and Head Teachers' Standards.
- With the support of the Head of School Improvement provide direction, leadership and challenge to the leaders within the school which include the Deputy Headteacher, the SENDCo and Subject Leads.
- Work closely with the Local Governing Body (LGB) and Trustees to provide accountability on performance within the school.
- Ensure that day to day organisation of the school is of the highest quality, taking on specific tasks related to the day-to-day administration and organisation of the school when needed and to delegate, oversee and hold others accountable so that the school is consistently able to meet the needs of its pupils.

Key Job Outcomes

Strategic Leadership

- Be an inspirational leader, building a culture of continual improvement and commitment to the highest achievement for all in all areas of educational provision.
- Provide leadership in school improvement, SEND and disadvantaged, data and assessment thus creating outstanding provision.
- Lead the development and implementation of the Strategic Plan, which identifies priorities and targets for ensuring that pupils learn well, achieve high standards and make progress, increasing teachers' effectiveness and securing rapid school improvement.
- Plan for the future needs and further development of SEMH schools within the local, regional, and national context.
- Ensure the sustained raising of aspiration, achievement and attainment, is met through an inclusive, sustainable and innovative educational environment.
- Promote the school and the Trust to a range of audiences.
- Challenge, motivate and empower others to attain ambitious outcomes.
- Assist in the process that ensures the school maintains an in-year balanced budget.
- Lead, with the central team, and Deputy Headteacher in whole school review and evaluation by taking the lead on producing the school's SDP and SEF. Undertake peer reviews within the Trust and with appropriate partners to further enhance the offer made within the Trust and to contribute to system leadership.
- Act as a role model for all staff and provide clear and timely communication so staff know what is expected of them and they are motivated to achieve high standards of performance.
- Monitor and track student EHCP provisions to ensure they are being met, acting when there is insufficient progress, through line management of the SENDCo.
- Promote the welfare of all children, acting as DSL for the school, working within the policies of the Trust and working alongside the central team in all aspects of safeguarding.
- Strive to have robust communication systems so that parental partnerships are strong and that parental voice is responded to thoroughly and professionally.
- Lead SLT to improve levels of attendance and punctuality across the school, in particular the attendance of those children for whom attendance is a barrier to their learning and achievement.
- Ensure policies related to SEN/Inclusion and the Single Equality Framework are in place and up to date.
- Lead the performance management / appraisal process for teachers and support staff as required and in line with Trust policies and use the process to develop personal and professional effectiveness.
- Provide regular training opportunities around all areas of SEND to develop our workforce and to ensure that teaching, learning and pastoral support for all pupils is consistently of a very high standard.
- Oversee the support and development of the inclusion team (engagement team, intervention team, etc).
- Identify resources needed to meet the requirements of children with particular needs and identify priorities for expenditure in collaboration with the other members of the leadership team.
- Take responsibility for ensuring effective procedures are in place for managing behaviour and that pupils learn to take increasing responsibility for their own behaviours, related to the age and stage of the pupils.
- Lead the school to ensure that we have culture of nurturing young people, responding in a trauma-informed way, setting and supporting the expectations of the school, promoting and maintaining a very high standard of behaviour and mutual respect throughout the school ensuring that all staff play an active role in the pursuit of these standards. Take the lead role in overseeing management of behaviour across the school and promoting a culture of positive behaviour.
- Demonstrate visible leadership during the formal and extended school day.

Teaching and Learning

- To provide highly effective strategies to support and challenge senior leaders, ensuring rapid improvement is made in the quality of the provision.
- Determine and implement curriculum principles and related assessment that enhances learning outcomes for all pupils.
- Secure and sustain effective teaching and learning throughout the school by ensuring each of the leadership team have in place sound strategies for monitoring and evaluating the quality of teaching and standards of pupils' achievement, using benchmarks and setting targets for rapid improvement of all children.
- Promote excellence in teaching and learning, ensuring a continuous and consistent focus on pupils' achievement and development (personal development as well as academic).
- Through robust and effective monitoring and evaluation, identify and act on areas of improvement in relation to the provision, outcomes, curriculum and assessment.
- Use research to keep abreast of educational developments impacting on North Star Academy Trust and its academies, both locally and nationally, and ensure senior leaders operate within a flexible environment that is responsive to change.
- Promote raising standards through a rigorous process of monitoring and assessment; pupil tracking and target setting to ensure the progress of all vulnerable groups.
- Monitor the progress of staff towards meeting the overall aims and objectives within their areas of responsibility.
- Take responsibility for the development and implementation of all matters relating to pastoral needs of pupils, child protection and the school's behaviour and anti-bullying policies.
- Lead on the development of CPD packages to support staff development both within the Trust and as part of the system leadership of the Trust.

Raising Aspiration, Achievement and Attainment

- Uphold ambitious educational standards which prepare pupils from all backgrounds for their next phase of education and life.
- Establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional networks and communities.
- Ensure a broad, structured and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught. Ensure that a high level of knowledge about the science of learning is understood by staff and actively used in the planning, delivery and recall of learning over time.
- Ensure that robust assessment data analysis is used to set challenging targets.
- Role model and challenge practice to ensure a stimulating learning environment.
- Ensure North Star Academy Trust priorities are consistently and effectively implemented, and the impact monitored.

Organisational Management

- Ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care.
- Prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds.
- Establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently. Ensure staff understand and implement processes and policies correctly so tasks are completed in an efficient and organised way.
- Ensure rigorous approaches to identifying, managing and mitigating risk.

Developing Self and Working with Others

- Develop a culture of personal responsibility that recognises excellence and supports appropriate strategies to deal with under performance (in accordance with Trust's Appraisal and Capability policies and procedures).

- Develop the capacity of educational leadership and management, particularly the leadership team through targeted recruitment, coaching and development.
- Ensure effective performance management is in place for the leadership team and that all new teaching leadership have a thorough, bespoke and differentiated induction experience.
- Keep abreast of educational developments and best management practice in order to introduce appropriate innovation.

Securing Accountability

- Lead the schools' data and quality assurance activities to ensure that North Star 240° has live, accurate and forensic data on school performance and ensure that all DfE, OFSTED and Central Team requirements are met.
- Use a range of data sources to set realistic yet challenging targets for pupils, analysing outcomes for individuals and groups; use this information to implement appropriate curriculum pathways and intervention programmes
- Take responsibility, with the Head of School Improvement, for ensuring that preparation for and follow up to all Ofsted inspections is thorough, robust and lead to the very best possible outcomes.
- Support the school to establish strong middle leadership roles within a distributed leadership structure.
- Secure robust school self-evaluation and quality assurance / risk assessment procedures.
- Ensure accurate and timely reporting to the LGB and all other stakeholders at agreed intervals.
- Support staff in understanding their own accountability and develop approaches to its review and evaluation.

Line management

- The post holder will be line-managed by the Head of School Improvement and will carry out the majority of their work unsupervised.
- The post holder will line-manage the leadership team and others at the discretion of the Head of School Improvement.
- The post holder will receive challenge and support through members of the central team and will need to work with them to ensure the highest standards.

Working in Partnership

- Forge constructive relationships beyond the school, working in partnership with parents, carers and the local community.
- Engage in the system leadership opportunities available and develop new avenues for this, to ensure that North Star Trust is viewed as a relevant, skilful and strong Trust within the region and beyond.
- Act in a way that shows respect for other adults as valuable contributors to the effectiveness of the whole enterprise of the Trust. Conduct demonstrates a commitment to participation in a shared Trust and a respect for boundaries and confidentiality.
- Establish and maintain working relationships with other professionals and colleagues across other public services to improve educational outcomes for all pupils.
- Demonstrate an awareness of cultural diversity.
- Contribute to policies and practices which promote equality of opportunity and tackle prejudice.

Developing the North Star Academy Trust

- Contribute to achieving the Vision and Aims of North Star Academy Trust.
- Contribute to the development of the Trust as an outstanding provider of SEMH provision.
- Contribute to the development of collaborative and team working between schools in the Trust, as a means of affecting change and improving standards.
- Contribute fully to the improvement of pupils' attitudes to learning and behaviour across the Trust.

- To lead cross trust initiatives, taking on specific Trust-wide responsibilities under the direction of the Head of School Improvement.

General Accountabilities

- So far as is reasonably practicable, the post holder must ensure that safe working practices are adopted by employees in school/work areas for which the post holder is responsible to maintain a safe working environment for employees and pupils. These practices are defined in the Trust's Health and Safety Policy and departmental codes of practice.
- Work in compliance with the Code of Conduct, Regulations and policies of the Trust, and its commitment to equal opportunities.
- Take responsibility for your own professional development by keeping up to date with new initiatives and current best practice.
- Ensure that output and quality of work is of a high standard and complies with current legislation and standards.
- Carry out any other duties as requested which are commensurate with the grade of the post.