

## Job Description

### Headteacher

<b>Title of post</b>	<i>Headteacher</i>
<b>Responsible to</b>	<i>Trust Leader (CEO) who will be your Line Manager</i>
<b>Salary</b>	<i>L21 – L27</i>
<b>Hours of work</b>	<i>Permanent – Full Time 37 hours per week. In addition, the Headteacher will be expected to attend Trustees and Governors meeting out of school hours during the year.</i>
<b>Location</b>	<i>Byron Primary School, Barkerend Road, Bradford BD3 0AB</i>
<b>Key contacts:</b>	<i>Trust Leader (CEO), COO, Executive Trust Team, NSAT Headteachers, Trustees, Local Governing Body</i>

#### Introduction

Northern Star Academies Trust (NSAT) is an innovative and thriving multi academy trust who have a vision and set of values that resonate throughout its schools. Our priority is to develop strong and sustainable schools who are able to serve their local communities by setting high expectations and standards of excellence.

The Headteacher must be an exceptional strategic leader who is able to develop and articulate, with clarity, the vision, values, culture, and ethos for Byron Primary School and who will truly inspire and empower others to share in achieving it.

The Headteacher is accountable, and takes responsibility for, establishing a community school that provides an exceptionally high standard of education for all its pupils; a senior leader who likes to have a balance of collaborating with trustees and the local governing body to shape and set the direction of the Trust, but also being hands-on and spending quality time with pupils, teachers, associate teams and the wider school community.

The Headteacher must be able to create and sustain a highly effective safeguarding culture across the whole school community.

#### Roles and Responsibilities

##### General

To execute all the functions and responsibilities of a Headteacher working for Northern Star Academies Trust, you must:

- Develop a compelling vision for the school with the CEO and Local Governing Body (LGB) that sets out a clear road map for continual school improvement through inspirational and motivational leadership, clear strategic direction, ambitious standards, and measurable targets
- Implement and coordinate the vision, culture, ethos, and strategy for the school in all aspects of its provision
- Act as an ambassador, inspiring and empowering others within the school and across the Trust Partnership, whilst maintaining a high standard of personal integrity and professional conduct

- Lead all external relationships, including within the Willow Tree wider community, and with all other stakeholders
- Work with the Local Governing Body to ensure that strong governance and ethical behaviour is upheld at all times
- Work to the agreed delegations within the Trust Board Scheme of Delegation and contribute to the overall strategic and operational direction of NSAT

### **Leadership, strategy, ethos, and culture of the organisation**

- Set a clear vision of, and lead, the ethos, development, and success of the school and communicate this effectively to NSAT, stakeholders and potential new teachers and associate colleagues.
- Ensure the school's strategic plan is implemented to the greatest possible extent and instil an ethos and culture of high expectations in every aspect of school life.
- Ensure the school acts in compliance with relevant legislation and guidance at all times.
- Provide dynamic, consistent, and motivational leadership.
- Ensure that there are high levels of effective communication across the school so that all team members receive the relevant information to carry out their professional duties.
- Help create workable structures and systems for the school and evaluate their effectiveness in delivering pupil progress in relation to teacher views, assessments, and external accountability data.
- Ensure that the assessment and progress measures within the school are accurate and consistent, with a clear, collectively agreed approach that teachers fully own and understand.
- Develop open and transparent partnerships with other local schools and the Local Authority.
- Manage risk – work with the NSAT Executive Team to set, and manage risk appetite, tolerance, and mitigating strategies within the context of the school.

### **Accountability, Performance Management and Progression**

- Oversee performance management practices to ensure all teachers and associate teams across the school are motivated and able to conduct their respective roles to the highest standard.
- Take responsibility for the overall development and training of the schools' teachers and associate teams, ensuring they are given opportunities for their own CPD alongside statutory and whole-school training.
- Ensure there is a healthy and positive culture among teachers and associate teams at all levels, where opinions can be shared, and concerns voiced – make sure appropriate measures are in place to allow this.
- Line manage members of the Senior Leadership Team and any other relevant individuals.
- Regularly review the progress of the school, consulting with the Trust Executive and LGBs, and act as necessary to ensure that progress and improvement is delivered and maintained.
- Conduct rigorous quality assurance, identifying common themes and, where necessary, utilising expertise and resources from within the Trust and NSAT Foundation to strengthen school improvement.
- Promote excellence in the Quality of Education and ensure a continuous and consistent school-wide focus on pupils' achievement.
- Ensure there is a culture of support and advice across the school, where knowledge is shared for the benefit of pupils, teachers, and associate teams.
- Help provide, alongside senior leaders, career pathways and avenues of progression.
- Identify emerging talent and create systems for emerging leaders to have leadership roles across the school and Trust.
- Look to enrol on a training or professional development programme that would increase knowledge, competency and expertise and benefit the Trust.
- Ensure robust operational systems are in place that support the academy's efficient functioning

## Health & Safety

Work with the Chief Operations Officer (COO) to take responsibility for the health and safety responsibilities of the employer ensuring that appropriate advice and training is available in the school and that statutory requirements are met.

## Equalities

- Ensure there is absolute equality, equity, and fairness across the school, where hard work is recognised and rewarded – regarding both pupils, teachers, and associate teams.
- Ensure services are delivered in accordance with the aims of the single equalities scheme and that teachers and associate teams across the school develop their understanding of equality issues.

## Other

- Undertake any other professional duties as directed by the Chief Executive Officer (CEO).
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## Other

The above list is not exclusive or exhaustive, and the Trust may require the post holder to undertake duties commensurate with the level of the role.

Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It is not just about the very old and the very young, it is about everyone who may be vulnerable.

## Method of Working

Northern Star Academies Trust expects all staff to work effectively as part of a team or teams. As a minimum, this requires dealing with people politely and tactfully, communicating with colleagues both formally and informally, modelling the Trust's Code of Conduct and reflecting the Trust's values at all times.

You must carry out your duties with due regard to current and future policies, procedures and relevant legislation. These will be drawn to your attention in your induction period, ongoing performance reviews and through Trust communications. All staff are required to maintain confidentiality as required.

## Public Relations

Considerable importance is attached to the public relations aspect of all work undertaken by Trust staff. It is a prime objective therefore that staff will at all times project to the public the image of the Trust as keen to assist wherever possible, and positively promote the work that is carried out.

*This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the role in relation to the post holder's professional responsibilities and duties.*