**Job Description**

**POST:** Headteacher

**ACADEMY:** Lime Academy Forest Approach

**PAY RANGE:** L21-L27 (Outer London)

**ACCOUNTABLE TO:** The CEO, Director of Education and the Lime Trust Board

**INTRODUCTION**

All Lime Trust academies embrace a strong set of values, which ensure that pupils learn how to take their place in modern Britain. Every member of staff is required to uphold and promote the values of the Trust in every aspect of their work. They are responsible for supporting all pupils to become confident individuals, successful learners and responsible citizens who are prepared for their life beyond school. They do this by:

* Modelling the Trust’s core values at all times
* Nurturing passions and interests
* Continuously raising aspirations
* Developing and encouraging self-esteem and respect for others
* Promoting independence and preparing pupils for the next stage in their life
* Developing effective methods of communication and actively promoting pupil voice
* Developing and enhancing leadership
* Contributing to the wider range of opportunities offered by and for the school community
* Assuming responsibility for the teaching, learning and progress of pupils

**JOB PURPOSE**

To deliver and sustain educational excellence in teaching, learning and pupil outcomes within the academy and, more widely, as part of the Trust’s Senior Leadership Team.

**EXPECTATIONS**

At Lime Trust, our Headteachers are lead professionals and key role models within the school communities they serve. We expect our Headteachers to lead by example, and demonstrate the professional conduct and practice expected of all members of their school community. They should create an environment that promotes effective teaching and learning. They will set high standards and expectations in regard to the quality of of teaching and learning to ensure our pupils are given the opportunity to reach their full potential in all aspects of their development.

We also expect our Headteachers to work in accordance with the new Headteachers’ Standards.

**RESPONSIBILITY AND KEY TASKS**

1. **STRATEGIC DEVELOPMENT**
* Actively uphold, contribute to, and promote, the overall ethos and values of the academy and the wider Trust
* Inspire children to reach their full potential and challenge under-achievement
* Act as an ambassador for the academy and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times
* Manage the organisational and educational change necessary to achieve and sustain success
* Ensure the academy has a safe and healthy environment in which pupils’ wellbeing and welfare is nurtured
* Ensure the efficient use of all physical and human resources to optimise learning opportunities for our pupils
* Develop and implement a clear and progressive staffing strategy
* Report as required to the Academy Council and undertake all responsibilities detailed in the Trust’s Schemes of Delegation
* Develop and sustain positive working relationships with parents/carers and other external agencies
* Maintain absolute confidentiality and exercise discretion with regard to staff/pupil information and the Trust’s business at all times
* Drive improvement within their own school and across the Trust
* Promote a culture of delegated responsibility and accountability to all staff for pupil performance and attainment
* Be an active member of the Trust’s Senior Leadership Team
* Implement and monitor the operation of policies and procedures to successfully deliver the academy’s strategic development
* Implement and maintain the academy’s improvement plan and self-evaluation procedures
* Ensure all statutory requirements are met
1. **TEACHING AND LEARNING**
* Lead staff development to promote new and innovative ways of teaching and learning to meet the needs of pupils of all abilities through the continuing development and implementation of a broad, balanced and stimulating curriculum
* Set high expectations for all staff to optimise learning opportunities for all pupils
* Ensure that all pupils are prepared for the next stage in their education and for their transition into adulthood
* Work with the SLT to monitor, track and assess pupil progress
* Continuously develop the physical environment and facilities of the academy to provide a positive, welcoming, and safe environment for learning that is matched to pupil ability and need
* Foster a lively and welcoming ambience in which high standards of behaviour encourage learning and social development
* Report on the academy’s educational performance to the Academy Council
1. **LEADING AND MANAGING STAFF**
* Maintain consistently high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, colleagues, external agencies and any other visitors to the academy or wider Trust
* Take overall strategic responsibility for the leadership, organisation and management of the whole academy
* Promote a culture of learning through CPD, training, peer to peer support and personal reflection
* Effectively delegate day to day operational running of the academy to the Deputy Headteacher and other members of SLT, while maintaining overall responsibility and accountability
* Work collaboratively with the Trust’s HR team in regard to recruitment and appointment of teaching and support staff to meet the short and long term needs of the academy and its pupils while working within the parameters of the academy’s budget
* Improve the quality of education provided and standards achieved through development and effective implementation of staff policies, procedures and working practices
* Manage effectively the deployment, appraisal, performance and development of all staff
* Promote, encourage and support team working and staff wellbeing both within the academy and more widely with other academies across the Trust
1. **FINANCIAL MANAGEMENT**
* Work with the Trust’s central finance team to advise the Academy Council on the formulation of the annual budget to ensure that the academy secures its objectives
* Manage resources efficiently and effectively to improve progress ensuring whole academy expenditure remains within the agreed budget

**GENERAL**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to undertake any other reasonable tasks and responsibilities as requested by the Director of Education for SEND or a member of the Trust Executive Leadership Team which fall within the scope of their post.

This post is subject to the current conditions of employment for Headteachers as contained in the academy Teachers’ Pay and Conditions Document and the DfE National Standards for Headteachers.

**SAFEGUARDING**

The Lime Trust is committed to safeguarding and promoting the welfare of children and young people. The Headteacher will be responsible for promoting and safeguarding the welfare of all pupils with whom he/she comes into contact, in accordance with the Trust’s and the academy’s safeguarding policies and procedures.

The post holder is also required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

**Headteacher: Person Specification**

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| --- | --- | --- | --- | --- | --- |
|  |  | Essential/Desirable | Application Form | Interview | Task/ presentation |
| Qualifications  | Appropriate degree qualification  | E | ✓ |  |  |
| NPQH or further professional qualification  | D | ✓ |  |  |
| Diploma or other Post Graduate Qualification in SEN or equivalent | D | ✓ |  |  |
| Skills, Knowledge and Experience | Proven leadership and management experience and expertise at senior management level in an educational setting for a substantial period of time, or across a variety of special school settings  | E | ✓ | ✓ | ✓ |
| Ability to challenge, influence and motivate others to attain high standards with evidence of impact | E | ✓ | ✓ |  |
| Experience of planning for and leading whole academy improvement with evidence of impact  | E | ✓ | ✓ |  |
| Record of successfully implementing initiatives to raise standards | E | ✓ | ✓ |  |
| Effective interpersonal, communication and presentation skills, both written and oral, including IT skills | E |  ✓ | ✓ | ✓ |
| Ability to manage time well and work under pressure to meet deadlines | E | ✓ | ✓ | ✓ |
| Ability to prioritise, delegate and share leadership and to accept support from others including colleagues and governors | E | ✓ | ✓ |  |
| Experience of working in partnership with colleagues from other agencies to improve outcomes for pupils | E | ✓ | ✓ |  |
| Successful experience of creating and maintaining effective partnerships with parents and the community | E | ✓ | ✓ |  |
| Understanding of and strong commitment to safeguarding, child protection, inclusion and equality for all | E | ✓ | ✓ |  |
| Teaching and Learning  | Ability to model excellence in teaching and the ability to lead, manage and motivate others to raise standards  | E | ✓ | ✓ |  |
| Understanding of the principles of effective teaching and learning and the ability to both promote and apply a culture of learning  | E | ✓ | ✓ |  |
| Successful experience of monitoring, evaluating and pursuing excellence in teaching and learning and holding staff to account | E | ✓ | ✓ |  |
| Ability to create and maintain an environment which promotes positive behaviour, active learning, independence, preparation for adulthood, equality for all, social inclusion, and that celebrates success | E | ✓ | ✓ |  |
| Understanding of the role and impact of relevant assessment of pupils’ learning | E | ✓ | ✓ |  |
| A proven track record in achieving the highest standards of attainment and robust monitoring of progress for all groups of pupils | E | ✓ | ✓ |  |
| A secure understanding of the SEND Code of Practice and application of this in the special school setting | E | ✓ | ✓ |  |
| Experience in leading curriculum development to ensure the curriculum meets the needs of all pupils and prepares them for the next stage in their life | E | ✓ | ✓ |  |
| Systems and process  | Ability to work in partnership with the Academy Council | E | ✓ | ✓ |  |
| Ability to use relevant systems to collect and analyse data on pupil progress and performance to raise standards | E | ✓ | ✓ |  |
| Ability to demonstrate strategic financial planning to manage all available resources, ensuring best value | E | ✓ | ✓ |  |
| The self-improving Academy  | Ability to imagine and share a powerful strategic vision for the direction of the academy | E | ✓ | ✓ | ✓ |
| A commitment to developing the academy’s unique identity within the overall ethos and values of the Trust | E | ✓ | ✓ |  |
| Evidence of leading and managing quality assured professional development activities that has led to effective change management  | E | ✓ | ✓ |  |