

Summary Role Description

Head Teacher

Key Outcomes of the Role

High standards of pupil achievement across the school.

Primary Responsibilities

- Promote and support and the vision of Endeavour Academy Trust
- Ensure that the agreed strategic direction of the school is understood by all stakeholders and is integral to all decisions and actions taken locally.
- Provide professional leadership and management for the effective day to day running of the school.
- Promote a culture that promotes excellence, equality and ambition for all pupils.
- Secure appropriately targeted and measurable accountability throughout the school.
- Secure high standards of achievement.
- Secure good and outstanding teaching.
- Work with local governors to ensure an accurate and timely flow of information which enables them to keep abreast of the work of the school.
- Support local governors in the execution of their roles.
- Use appropriate sources of data and information to evaluate performance and generate priorities for continuous improvement and raising standards.
- Establish effective targeting of staff CPD, prioritising core aims and objectives.
- Support and promote the Trust's commitment to equalities in all areas of work.

- Support the development of effective policies and practices which ensure consistency of expectation across core areas.
- Ensure that delegated resources are efficiently and effectively used to achieve the Trust's aims and objectives.
- Support effective partnerships with other services and agencies for children.
- Promote effective community engagement
- Support partnership working with other local schools and providers to make a wider contribution to the local school community.

Evaluated against:

National Standards for Head Teachers.

Annual performance targets set by the Head Teacher

Outcomes of external evaluation

General Responsibilities

- Support continuous improvement in both personal performance and the work of the team.
- To establish effective professional relationships within school and with other agencies where appropriate.
- Adhere to safe working practices in premises/work areas for which you are responsible. These are defined in the Trust's Health & Safety Policy and codes of practice.
- Ensure that quality of work is of a high standard and complies with current legislation / standards.
- Provide a professional and positive role model in terms of personal presentation, timekeeping and behaviour.
- Take responsibility for personal professional development, participating in appraisal processes and working towards targets as agreed with the line manager and Head Teacher.
- Attend staff meetings within directed time, as requested by managers.
- To be willing to undertake first aid and administration of medicines training.

The details provided in this job description are to give an indication of the nature of the role. Additional duties may also be requested of the role holder where reasonable.

The role holder will be expected to be involved in the wider life of the academy and participate at extra-curricular school activities from time to time.

The role may require a certain amount of local travel. When necessary, reimbursement will be made for out of pocket expenses.

So far as reasonably practicable the role holder must promote safe working practices by employees in academy premises and work areas to maintain a safe working environment for all employees and service users. These are defined in the Trust's Health & Safety Policy and associated documentation.

The role holder must work in compliance with the Trust's Code of Conduct, regulations and policies, including its commitment to equal opportunities.

The role holder will be expected to ensure that output and quality of work is of a high standard and complies with current legislation and standards.

The Trust is committed to safeguarding and promoting the welfare of all young people and expects all staff to share that commitment. The post will be dependent on a satisfactory disclosure and barring service record check and acceptable references.

This job description and the allocation of specific responsibilities may be amended from time to time, in negotiation with the post holder. It will be reviewed on a regular basis.

Person Specification

Head Teacher

Essential (Must)	Desirable (Should)
<p>Knowledge & Experience</p> <ul style="list-style-type: none"> • Qualified Teacher Status • A minimum of five years successful classroom practice covering at least two Key Stages • Significant experience as a deputy head teacher in a relevant primary setting • Experience of staff management including the setting of performance targets and annual appraisal. 	<p>Knowledge & Experience</p> <ul style="list-style-type: none"> • Further training relevant to Primary age range • Further leadership qualification • Experience of headship in a relevant setting
<p>Abilities & Aptitudes</p> <ul style="list-style-type: none"> • Establish a school's vision and strategic plans, ensuring that these are clearly articulated and widely understood. • Analyse and use a wide range of school based and national data to set targets, evaluate performance and plan for improvement. • Motivate the team and generate commitment to the pursuit of excellence. • Promote a positive ethos based on the highest possible expectations of every child and adult. • Effect improvements in teaching and learning, and leadership and management, through coaching and targeted CPD. • Secure appropriate and clearly understood accountability for all colleagues. • Rigorously challenge underperformance, setting clear expectations and targets for improvement. • Use technology as a management tool in all aspects of the role. 	<p>Abilities & Aptitudes</p> <ul style="list-style-type: none"> • Evidence of having raised whole school standards of pupil achievement in a relevant school or setting.

<ul style="list-style-type: none"> • Form good professional relationships with pupils, colleagues, parents' governors and other professional partners. • Work closely with governors, providing accurate and useful information so that they are able to carry out their role in supporting school improvement. • Model a high standard of spoken and written communication for all relevant audiences. • Commitment to the safety and well-being of all children as well as to inclusion and equality for all members of the school community • Dynamic and innovative and demonstrate the ability to inspire staff and pupils. • Commitment to the professional development of all colleagues and seek to distribute leadership as widely as possible. • Commitment to wider collaboration with partner schools as well as organisations in wider networks. • Commitment to including parents as fully as possible in school life. • Good knowledge of educational policy including statutory frameworks and governance and a commitment to keep up to date. • Recent and relevant professional development and a commitment to keep learning. • Responsive to professional feedback. • Commitment to promoting the spiritual, moral, social and cultural development of all pupils. • A high level of personal organisation. 	
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