

Head Teacher

Job Description

Responsible to:	Executive Leader (Direct Line Manager), Chief Executive Officer, Trust Board of Directors, Local Governing Bodies
Direct Supervisory Responsibility for:	None
Indirect Supervisory Responsibility for:	Teachers and support staff
Important Functional Relationships:	<u>Internal:</u> Pupils, staff, families, Central office <u>External:</u> DfE, Local Authority

Purpose of Post

The Head Teacher will provide strategic leadership of the An Daras Multi Academy Trust in order to realise its vision *“To grow capability mature children who are positively engaged, compassionate, competent young people conscious of the role they play in society, who are curious about the world around them and their place in it.”*

Where the An Daras Trust has the capacity to make a positive difference to the lives of children in Launceston and its wider area it has a moral duty to do so.

By working with the CEO, Executive Leaders, Directors, Local Governing Bodies and An Daras senior staff, the Head teacher will ensure the An Daras Academy Trust best endeavours and pupil outcome standards are consistently applied across the Trust so that children, staff and academy communities benefit from excellent teaching, learning and leadership.

The role requires the post holder to deliver all aspects of the DfE non-statutory guidance contained within the latest version of National Standards of Excellence for Head teachers.

Key Accountabilities

- Strategic leadership
- Managing by example
- Developing partnerships

- Securing accountability
- Developing self

Strategic Leadership

The Head Teacher will:

- 1) Work with the Executive Leader, CEO, Board of Directors (BoD) to develop and communicate a clear strategic vision for the successful development of ADMAT;
- 2) Translate the MAT and individual school's vision into agreed objectives and operational plans which will promote and sustain school improvement;
- 3) Co-ordinate regular reviews of ADMAT best-endeavours which incorporate the common characteristics of member academies;
- 4) Ensure creativity and innovation in the use of appropriate current and emerging technologies to achieve excellence across all schools;
- 5) Support school staff in carrying forward the Trust vision through the implementation of the ADMAT best-endeavours;
- 6) Drive a continuous and consistent school wide focus on raising achievement and improving outcomes;
- 7) Support the development of An Daras Trust "brand" and ensure it is effectively publicised to reach a wider audience;
- 8) Contribute to the development of policies and procedures;
- 9) Ensure that strategic planning takes account of the diversity, values and experience of all schools and their wider communities.

Leading Teaching and Learning

The Head Teacher will:

- 10) Maximise the opportunities for all pupils through continuous focus on pupils achievement, using data and benchmarks to monitor progress in every child's learning;
- 11) Ensure high quality teaching is at the heart of strategic planning and resource management;
- 12) Establish creative, responsive and effective approaches to teaching and learning and contribute to the development of a collaborative approach across the schools and the Trust in sharing good practice and improving the learning experience for pupils;
- 13) Empower pupils to take an active part in their own learning and to take personal responsibility for improving their future opportunities;
- 14) Implement strategies which secure high standards of behaviour and attendance;
- 15) Work with other professionals to determine, organise and implement a diverse, flexible curriculum and effective assessment frameworks;
- 16) Establish a culture and curriculum offer which promotes aspiration within school communities and celebrates success and achievement;
- 17) Challenge underperformance at all levels and ensure effective corrective action, support and review;
- 18) Build effective partnerships with parents, and the wider community to support and enhance the achievement and personal development of pupils.

Leading by Example

The Head Teacher will:

- 19) Ensure the ongoing development of an organisational structure which reflects the trusts values and ethos, and enables effective and efficient operation;
- 20) Promote an inspiring, professional work environment consistent with the values and aspirations of An Daras Trust;
- 21) Establish a programme to review and improve school related policies and procedures so that statutory responsibilities are met;
- 22) Produce and implement clear, evidence-based improvement plans for ensuring ongoing development of the school;
- 23) Ensure there is an effective strategy for the recruitment, retention and deployment of staff;
- 24) Ensure effective communication mechanisms are put in place so that all school staff are kept informed of key priorities and developments;
- 25) Monitor the consistency of provision within the school and, where necessary, intervene;
- 26) Manage the annual performance management objectives for staff and review them in line with agreed Trust policy and procedures;
- 27) Promote and develop a safer working practice culture to ensure staff and pupils are supported and safe;
- 28) Develop a range of services which can be accessed by other member academies;
- 29) Formulate bids and access other funding to support the work of the school.

Developing Successful Partnerships

The Head Teacher will:

- 30) Promote and facilitate partnership working within and beyond the school;
- 31) Create a culture which embraces diversity and encourages individual schools to build their own capacity, for example curriculum specialisms, in order to support the Trust vision;
- 32) Work effectively with agencies such as local authorities, social services and education attendance officers to enhance provision in all its forms within the school;
- 33) Develop effective partnerships with the Local Governing Body to ensure standards for children are improving;
- 34) Develop and maintain a partnership culture based on high expectations for all and take appropriate action where require to ensure this is in operational practice;
- 35) Develop and maintain effective strategies and procedures for staff induction, professional development and performance management in line with agreed Trust policy and procedure;
- 36) Build a collaborative learning culture within schools and actively engage with all schools within the Trust.

Securing High Accountability

The Head Teacher will:

- 37) Ensure all staff recognise that they are accountable for the success of the Trust;
- 38) Work with the Executive Leader, CEO, Board of Directors and Local Governing Body to establish a robust governance model so that statutory responsibilities are met;

- 39) Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensure clear delegation of tasks and responsibilities;
- 40) Using a variety of indicators, ensure directors and local governors have an accurate account of school performance
- 41) Create and promote amongst all stakeholders positive strategies for challenging discrimination.

Developing Self Improvement

The Head Teacher will:

- 42) Promote and maintain a culture of high expectations for self and others;
- 43) Treat people fairly, equitably and with dignity and respect to create and maintain a positive culture;
- 44) Ensure adequate provision to enable an appropriate work/life balance and well-being for both self and all other staff;
- 45) Regularly review own practice, set personal targets and take responsibility for own development, where necessary seeking advice and support from other agencies.
- 46) Establish effective working relationships with the Executive Leader, CEO, senior Trust staff and deliver the agreed vision of the Trust through collaborative working.

The appointed Head Teacher will work to the professional duties set out in the School Teachers Pay and Conditions document. The job description details responsibilities but does not direct any particular priorities or amount of time to be spent carrying out these duties. This job description is not prescriptive, nor necessarily a comprehensive definition of the post. As such it may be subject to amendment, after consultation, to meet the changing needs of the Multi Academy Trust.

To be reviewed at the annual Executive Head Teacher Performance Management meeting.