

Headteacher Job Description

Post Title	Headteacher
Reporting to	CEO and Director of Education
Working Time	Full Time
Salary / Grade	L15 to L21

Purpose of the Post

- Establish, with the trust Executive team and sustain the school's strategic direction, with those responsible for governance, including by:
- Provide inspirational and professional leadership and management to staff which secures an outstanding education for all pupils.
- Effectively lead the whole school in partnership with leaders, governors, trustees, and other stakeholders to fulfil the vision, values and aims of the school. This includes formulating the aims, objectives and actions of the school and establishing the policies through which they are to be achieved.
- Be responsible for the standards and curriculum of all pupils including the monitoring of progress towards achievement.
- To work collaboratively as part of the wider Trust, with the understanding that it is one organisation working in partnership to achieve the best outcomes for all pupils.
- Regularly communicating this strategic direction to the whole school community.
- Take responsibility for leading, promoting and safeguarding the welfare of children and young people within the school and act as a Designated Safeguarding Lead, including responsibility for child protection issues.
- To carry out the duties of this post in line with the remit outlined in the current School Teachers' Pay and Conditions Document including the conditions of employment for school leaders, National Headteachers' standards 2020 and the trust/school's own policies.

Qualities	<p>The Headteacher will:</p> <ul style="list-style-type: none"> • Uphold public trust in school and trust leadership and maintain high standards of ethics, behaviour and professional conduct. • Build positive and respectful relationships across the school and trust community. • Serve in the best interests of the school and trust's pupils.
Liaising with	<p>Trust Executive team, Trust Head teachers, other teachers and non-teaching support staff across the Trust's schools, Trustees, school governing boards, local authority staff, school improvement professionals, parents/carers, pupils.</p>

Core Duties	
School Culture	<p>Under the direction of the Executive team, the Headteacher will:</p> <ul style="list-style-type: none"> • Articulate, model and rehearse practices that contribute to the intended school culture and support every member of the school community, particularly senior and middle leaders, to do the same. • Create, work with others and implement strategies for promoting understanding that everyone is included and equal, and in particular for challenging racial and other prejudices and for dealing with any kind of harassment. • Create and maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development. • Prioritising the use of intentional and consistent language that promotes challenge, aspiration and high expectations for pupils; and professional development and high professional standards for all colleagues. • Implementing and monitoring the effects of school policies to create an environment for pupils and colleagues where everyone feels welcome, safe, and able to learn from mistakes. • Establish and sustain high expectations of behaviour for all pupils, built upon relationships, rules and routines, which are understood clearly by all staff and pupils. • Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life. • Manage school resources effectively.
School Improvement	<p>Under the direction of the Executive team, the Headteacher will:</p> <ul style="list-style-type: none"> • Make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit school effectiveness, and identify priority areas for improvement

	<ul style="list-style-type: none"> • Develop appropriate evidence informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the school's context • Ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time
Teaching, curriculum and assessment	<p>Under the direction of the Executive team, the Headteacher will:</p> <ul style="list-style-type: none"> • Establish and sustain high quality teaching across all subjects and phases, based on evidence of what works. • Ensure that teaching is underpinned by subject expertise by leading the development and delivery of research-based training and support. • Effectively use and evaluate formative assessment to inform strategy and decisions. • Lead the processes in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school, including lesson observations to ensure consistency and quality. • Ensure the teaching of a broad, structured and coherent curriculum. • Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities. • Working closely with staff to ensure that teachers have access to high quality subject specific materials and training that demonstrate how to explain and model effectively. • Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum. • Ensure the use of evidence-informed approaches to reading so that all pupils are taught to read. • Work with staff across the trust's schools to secure school improvement.

<p>Inclusion, Additional and special educational needs and disabilities.</p>	<p>Under the direction of the Executive team, the Headteacher will:</p> <ul style="list-style-type: none"> • Promote a culture and practices that enables all pupils to access the curriculum • Have ambitious expectations for all pupils with SEN and disabilities • Make sure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate • Make sure the school fulfils statutory duties regarding the SEND Code of Practice
<p>Working with others</p>	<p>Under the direction of the Executive team, the Headteacher will:</p> <ul style="list-style-type: none"> • Support the development of collaborative approaches to learning within the school and across the trust. • Treat all people fairly, equitably and with dignity and respect to create and maintain a positive culture in line with the trust and school's agreed vision and values. • Manage conflict effectively, seeking positive outcomes. • Develop and maintain effective strategies and procedures for staff induction, performance development and performance management. • Develop and maintain a culture of high expectations and aspirations for self and others, taking appropriate action when performance or conduct is not meeting standards, give and receive feedback. • Have regard for self well-being and others' well-being, promoting a healthy work-life balance and encourage others to do likewise. • Develop and maintain contact with all specialist support services as appropriate. • Promote the positive involvement of parents/carers in school life.

<p>Health, safety, safeguarding and compliance</p>	<p>Under the direction of the Executive team, the Headteacher will:</p> <ul style="list-style-type: none"> • Promote the safety and wellbeing of pupils and staff in the primary academies. • Oversee the implementation of Trust policies and procedures, ensuring consistent application and monitoring for impact. • Ensure good order and discipline is maintained among pupils and staff, and that high expectations regarding safeguarding, behaviour and attendance are communicated and adhered to across the primary academies. • Ensure that all activities across the primary academies comply with current regulations regarding safeguarding and that safeguarding, and child protection policies are operated rigorously
<p>Organisational, resource management and school improvement.</p>	<p>Under the direction of the Executive team, the Headteacher will:</p> <ul style="list-style-type: none"> • Work with the Executive team to ensure balanced annual budgets. • Work with the Executive team to recruit, lead and develop a committed, effective and diverse workforce across the Trust's primary schools that understands its role in enabling and promoting high quality learning. • Develop leadership capacity across the primary schools through coaching and other appropriate methods, supporting the development of effective middle leadership roles within each school. • Ensure that all resources are organised and managed to provide the best possible outcomes for pupils. • Establish and oversee systems, processes and policies so the school can operate effectively • Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context. • Recruit, retain and deploy staff appropriately. Manage HR and other leadership processes as appropriate e.g. sickness, absence, disciplinary & capability. • Lead regular reviews of all school systems to ensure statutory requirements are being met and improved on where appropriate.

Professional Development	<p>Under the direction of the Executive team, the Headteacher will:</p> <ul style="list-style-type: none"> • Ensure that the participation of other staff in professional development is encouraged and that they engage actively in the performance review process. • Ensure staff have access to appropriate, high standard professional development opportunities. • Keep up to date with developments in education. • Regularly review your own practice, setting personal targets and taking responsibility for your own development. • Lead the ECT programme at the school and have responsibility for students on teaching practice and those undertaking work experience.
Governance and Accountability	<p>Under the direction of the Executive team, the Headteacher will:</p> <ul style="list-style-type: none"> • Be a member of the Governing Board • Understand and welcome the role of effective governance upholding their obligation to give account and accept responsibility. • Establish and sustain professional working relationship with those responsible for governance, including the Governing Board and Trust Board. • Engage in dialogue with all stakeholders to build partnerships and understanding of shared values, beliefs and responsibilities, reflecting on and taking account of others' views. • Ensure that staff know and understand their professional responsibilities and are held to account. • Develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including governors, parents and carers. • Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties.

While 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 comply with any reasonable request from the Trust board to undertake work of a similar level that is not specified in this job description. The post will be based at Northenden Community School. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. The job description is current at the date shown, but, in consultation with you, may be changed by the trust board to reflect or anticipate changes in the job commensurate with the grade and job title.

Employee Specification: Headteacher

Requirements of the post

	Essential	Desirable
Qualification / training	<p>Qualified Teacher Status Degree</p> <p>Evidence of relevant continuing professional development</p> <p>Has been a senior member of staff at a school for at least three years.</p> <p>Has a National Professional Qualification for Headship/Leadership or agree to work towards.</p>	<p>Safer Recruitment training</p> <p>Health and Safety training</p> <p>GDPR training</p>
Knowledge and skills	<p>Knowledge and clear understanding of educational legislation, the statutory framework for education, new innovation and developments.</p> <p>Detailed knowledge and understanding of the primary phase of education, including tracking and monitoring pupil progress against ARE.</p> <p>Knowledge of successful strategies for raising pupils' achievement</p> <p>Data analysis skills and the ability to use data to set targets and identify weaknesses.</p> <p>Understanding of school finances and efficient financial management.</p> <p>Effective communication and interpersonal skills.</p> <p>Ability to communicate a vision and empower and inspire others.</p> <p>Ability to build effective working relationships, distribute responsibilities and monitor effectively.</p> <p>Effectively challenge underperformance and boost expectations.</p>	

<p>Experience</p>	<p>Recent successful experience as a Senior Leader in a school in the primary phase.</p> <p>Evidence of a commitment to promoting the welfare and safeguarding of children and young people</p> <p>An outstanding and proven track record of school improvement</p> <p>Successful and varied teaching experience</p> <p>Experience of driving and delivering transformational and cultural change</p> <p>Experience of managing resources effectively</p> <p>Demonstrable experience of successful line management, empowering others to lead and build capacity within the school.</p> <p>Experience of working with a school governing board.</p>	<p>Experience of leading improvement across more than one school.</p> <p>Experience of capability procedure.</p> <p>Experience as a DSL</p> <p>Handling complaints and concerns from parents and other key stakeholders.</p>
<p>Competencies and other skills required</p>	<p>An enthusiastic and motivational leader who is outward-looking and sees themselves as a part of the wider trust.</p> <p>Excellent verbal and written communication skills.</p> <p>Excellent time management and organisational skills.</p> <p>Ability to forge positive relationships with a range of stakeholders in order to promote the success of the school within the trust.</p> <p>The ability to create a culture of high performance and ambitious expectations, using the full range of leadership skills and qualities, including emotional intelligence, as appropriate to the situation.</p> <p>Strength of character to effect change when necessary, sometimes in very challenging circumstances.</p> <p>Someone who is brave, resilient, and determined but can also provide support, demonstrate</p>	

	<p>empathy and deal with staff in a sensitive and considerate manner.</p> <p>Capable of handling a demanding workload with successful prioritisation.</p> <p>A personal commitment to inclusion and diversity, creating a culture of respect and celebration of uniqueness within the school.</p> <p>Reflective and open to feedback, with a strong commitment to personal development for all staff including themselves.</p>	
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