



Job description: Headteacher

Academy: Edith Weston

Job details

Salary: L6 to L10 (£56,316 - £62,202 pending pay award)

Contract type: Full time, Permanent

Reporting to: Chief Executive Officer

Responsible for: All academy-based staff

Main purpose

The Headteacher will:

- Strive for excellence in teaching and learning, ensuring all children reach their potential.
- Establish and sustain the school's vision, ethos and strategic direction together with the CEO, and through consultation with Governors and the school community.
- Create and lead a culture of Safeguarding.
- Establish and oversee systems, processes and policies so the school can operate effectively.
- Identify school priorities and identify risks to school effectiveness. Develop strategies for school improvement that are realistic, timely and suited to the school's context and working within the wider Trust priorities.
- Make sure school improvement strategies are effectively implemented to impact positively on outcomes and school experience of all children.
- Ensure disadvantaged children have strong starts in education and are supported effectively.
- Monitor progress towards achieving the school's aims and objectives.
- Manage financial resources appropriately, efficiently and effectively within the school budget.
- Manage the day to day running of the school and strategically plan ahead to support the future success of the school.
- Work in partnership with our other Trust schools for the benefit of all children.

Qualities

The Headteacher will:

- Have a passion for education and ensuring children have the best possible start to their educational journey.
- Be professionally motivated to develop their own knowledge, skills and expertise through self-driven professional development and networking.
- Lead by example, upholding public trust in school leadership and maintaining high standards of ethics, behaviour, and professional conduct.
- Build positive and respectful relationships across the school community.
- Work collegiately with others within the school and across the Trust to support the education of all children and development of the Trust practice and policies.

Duties and responsibilities

School culture and behaviour

The headteacher will:

- Create a culture where pupils experience a positive and enriching school life.
- Uphold ambitious educational standards in order to prepare pupils from all backgrounds for their next phase of education and life.
- Ensure a culture of staff professionalism and high expectations of behaviour and learning.
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils, and clearly demonstrated by all adults in school.
- Use consistent and fair approaches to managing behaviour, in line with the Trust's behaviour policy.

Managing the school

The headteacher will:

- Manage all staff effectively ensuring that they are effective and professional in their role.
- Support all staff professionally to develop and give due attention to supporting their well-being and workload.
- Ensure rigorous approaches to identifying, managing and mitigating risk and ensuring the premises are safe and fit for purpose.

Safeguarding

The headteacher will:

- Ensure that Safeguarding is kept high profile, is effective and staff and pupils' safety and welfare is always given the highest priority as part of a duty of care.
- Have a strong commitment to Safeguarding overseeing all practice, policies and procedures.
- Be the Designated Safeguarding Lead ensuring that all people working within the school are appropriately trained and follow all safeguarding procedures.

Teaching, curriculum and assessment

The headteacher will:

- Nurture a learning culture of high expectations to support all children, especially disadvantaged children, to make strong progress.
- Establish and sustain high-quality first teaching and learning across all subjects and phases, based on evidence.
- Ensure teaching is underpinned by subject expertise.
- Ensure that teachers manage teaching assistants and support staff effectively to provide value for money and impact on standards.
- Effectively use formative assessment to inform strategy and decisions.
- 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.
- 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.

Additional and special educational needs (SEN) and disabilities

The headteacher will:

- 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](#).

Professional development

The headteacher will:

- Nurture a culture of professional development where staff have access and encouraged to undertake high quality professional development opportunities.
- Keep up to date with developments in education.
- Ensure training and continuing professional development is effectively planned, delivered and evaluated.
- Make sure professional development opportunities draw on experts both within, and beyond the school.
- Seek training and continuing professional development to meet the needs of all staff members.

Governance, accountability and working in partnership

The headteacher will:

- Understand and welcome the role of effective governance, including accepting responsibility and accountability.
- Ensure that all staff understand their professional responsibilities and are held to account.
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties.
- Work successfully with other schools and organisations.
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils.

Other areas of responsibility

Working within the Trust

The headteacher will:

- Be proactive and supportive of working in partnership across the Trust.
- Welcome accountability, reporting to the CEO and working in partnership to ensure the ambitious development of the school.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Person Specification: Headteacher

	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> • Qualified teacher status and degree qualification. • Evidence of continuing relevant professional development. 	<ul style="list-style-type: none"> • NPQH • NPQSL
Experience	<ul style="list-style-type: none"> • Experience of senior leadership • Recent extensive and effective teaching with at least 5 years experience within the primary age range. • Experience of leading teaching and learning across the primary age range, with a strong track record of raising outcomes, supported by data. • Experience of leading school improvement aspects and evaluating impact • Experience of successful staff line management, training and development 	<ul style="list-style-type: none"> • Successful leadership and management experience in a school • Experience of working with other schools and external agencies. • Have held lead responsibility for safeguarding/child protection. • Experience of curriculum development to meet the changing needs of learners.
Skills and knowledge	<ul style="list-style-type: none"> • Forward thinking and outward-looking in order to drive school improvement. • Data analysis skills, and the ability to use data to set targets and identify weaknesses • Understanding of high-quality teaching based on evidence, and the ability to model this for others and support others to improve • Effective communication and interpersonal skills • Ability to develop a strong vision communicate a vision and inspire others • Ability to build effective working relationships 	<ul style="list-style-type: none"> • Understanding of school finances and financial management
Personal qualities	<ul style="list-style-type: none"> • Commitment to safeguarding and equality and represent the school positively and professionally at all times • Lead by example with confidence, integrity, inspiration, resilience and creativity • Dedicated, child centred, caring and with a sense of humour • Excellent organisational skills and the ability to prioritise workload and delegate effectively. • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times 	