

## JOB DESCRIPTION

Post title:	Headteacher
Academy:	Excelsior Academy, Denton Road, Newcastle NE15 6AF
Reporting to:	Strategic Director Quality of Education and Secondary Academies
Salary/Pay range:	Group 7. Range L33 – L37 (£113,646 to £125,345)
Hours of work:	Full Time

### **Purpose of Job**

The Headteacher will provide inspirational, values-led leadership, setting the professional direction and leading the strategic management of the school within the Laidlaw Academy Trust context. As a leader in education, they will uphold public confidence, model the highest standards of professional conduct, and ensure that every pupil receives an excellent education. Leading a large, diverse school with a high proportion of pupils with special educational needs and disabilities (SEND), the Headteacher of Excelsior Academy will champion inclusion, equity and high expectations, while developing and embedding best practice not only within the school but across Laidlaw Schools Trust.

### **Main Duties and Responsibilities**

#### **Inclusion, Safeguarding & Pupil Outcomes**

- Champion inclusion, equality, and safeguarding as core values of the Academy.
- Set high expectations for behaviour, attendance, and achievement across all cohorts, ensuring that disadvantaged pupils flourish.
- Ensure the provision of accessible technologies to remove barriers to learning and promote staff knowledge of how digital tools can enhance SEND provision, both in the classroom and through targeted interventions.
- Build effective multidisciplinary partnerships (e.g., with health, social care, and external specialists) to support vulnerable learners.

#### **Strategic Leadership and Vision**

- Hold and articulate a clear vision focused on providing a world-class education for the pupils they serve.
- Providing professional leadership, management and control of their Academy.
- Drive the strategic leadership of the Academy, empowering all pupils and staff to excel in a culture of continuous improvement.
- Create an ethos within which all staff are motivated and supported to develop their own professional skills, subject and pastoral knowledge and to support each other.
- Create and communicate a shared vision for the Academy that inspires stakeholders and reflects the wider vision and values of the Trust, translating that vision into annual improvement objectives and operational plans.
- Develop the annual strategic plan that drives Academy improvement through delivery of a knowledge-rich curriculum in all key stages, high quality pastoral support and effective behaviour and personal curriculum.
- Lead curriculum development ensuring that pupils benefit from an ambitious curriculum which challenges them every day and builds their schema in a logical and coherent approach.
- Champion the use of assistive and adaptive technologies to support inclusion, particularly for pupils with SEND, EAL, and other additional needs.
- Work closely with other academies within the Trust and all key stakeholders to achieve the LST vision.

#### **Leading Educational Provision**

##### **LEADERSHIP OF TEACHING, LEARNING AND ASSESSMENT**

- Ensure that improving the quality of teaching and learning is at the centre of Academy development planning.
- Monitor, evaluate and review classroom practice, implementing strategies to ensure the highest standards of teaching and learning are achieved and maintained.

- Ensure that all work required of colleagues is meaningful and has purpose for the pupils, if it is not both of those things, be brave enough to remove it.
- Stay abreast of evidence-based research ensuring that this informs pedagogy, assessment and planning so that the progress of all pupils is secured in all key stages.
- Establish and implement an annual cycle of assessment, monitoring and evaluation mirroring the Trust's approach, that challenges under-performance at all levels but also runs alongside a programme of teacher development and coaching to ensure that all staff are supported to deliver high quality teaching.
- Implement a consistent and continuous approach to monitoring pupil progress using data and benchmarks to identify individual and group achievement in line with LST processes.
- Promote the use of evidence-based PedTech tools that raise attainment, support personalised learning, and reduce barriers to learning.
- Ensure that staff are trained and confident in using digital tools to support adaptive teaching and differentiation in accordance with LST expectations.
- Ensure and assure the quality of pupil personal development including SMSC, character education, careers provision, RSHE curriculum impact and teaching about British Values.
- Develop and implement a range of enrichment and extracurricular activities, which meet the Trust's aspirations for pupils.
- Create and maintain a stimulating environment, which encourages all pupils to fulfil their potential and maintain a lifelong enthusiasm for learning and personal development.

### **Strategic Financial Leadership**

- Develop, implement, and oversee an effective long-term financial strategy that aligns with the Trust's vision, priorities, and Academy Development Plan.
- Working with Trust officers, determine appropriate priorities for expenditure, allocating funds effectively within the context of the annual budgetary cycle and Academy improvement priorities.
- With the Trust's Finance Director/Managers manage agreed budgets, ensuring effective administration and value for money.
- Ensure that funding is directed to achieve maximum impact on pupil outcomes, particularly for disadvantaged groups and pupils with SEND.

### **Developing Self and Working with Others**

- In conjunction with Trust Directors and senior colleagues, recruit, retain and effectively deploy teaching, learning support and operations staff.
- Advise Trust leaders on the performance, competence, and capacity of teaching and teaching, learning support and operations staff.
- Carry out the performance reviews of all relevant staff and deal effectively with staff under-performance in line with Trust and Academy policies.
- Motivate and support staff by identifying and addressing areas for development.
- In conjunction with Trust leaders, undertake active succession and leadership development planning.
- Maintain own professional development commitment and a high level of awareness of relevant educational research.

### **Managing the Academy**

- Work with the Trust's Strategic Directors to provide the Trust Board and Local Governing Committee with information, objective advice and support to enable Governors and Trustees to meet their responsibilities.
- Work with LST Strategic Directors to ensure an effective organisational structure, which raises standards and ensures the Academy functions successfully in all areas.
- Manage the Academy on a day-to-day basis ensuring that all Academy and Trust policies, including those relating to safeguarding and health and safety are fully adhered to.
- Take responsibility as defined in the health and safety policy to ensure that appropriate risk assessments are carried out and adhered to.
- Develop and implement systems of pastoral care to support the personal development of all pupils and undertake responsibility for promoting and safeguarding the welfare of all pupils.

- Manage, monitor and review the range, quality, quantity and use of all available resources in order to improve the quality of education, improve pupils' achievements, ensure efficiency and secure value for money

### **Community**

- Develop and maintain a culture and curriculum, which take into account the richness and diversity of the local and wider communities.
- Create and maintain effective partnerships with parents and carers to support and improve pupils' achievement and personal development.
- Build meaningful engagement with a wide range of stakeholders including parents and carers, community figures, businesses or voluntary sector agencies, to enrich pupils' experiences.

### **Supporting the work of the Trust**

- Develop strong, positive relationships with Trust colleagues; contribute to collaborative work across LST t Academies and support other staff in participating in Trust work.
- Participate in Trust and sector-wide activities in order to share best practice, contribute to the development of LST strategies and policies and promote the Academy and the Trust in national and local contexts.
- Comply with all LST policies and procedures, specifically those relating to safeguarding, child protection, health, safety and security, equal opportunities, confidentiality and data protection.

### **General**

- Work in a professional manner, with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes as appropriate to the role.
- Participate in the Academy Performance Management process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of The Laidlaw Schools Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.
- These above-mentioned duties are neither exclusive nor exhaustive, the post holder may be required to carry out other duties as required by the Trust.

### **Health & Safety**

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so

### **Safeguarding**

- Be aware and familiar with Academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with Academy policies and Keeping Children Safe in Education where required