



Inspiring All to Excellence

The Fierté Multi-Academy Trust

Job Description

Job Title	Headteacher
Salary and grade:	Standard national scale in line with the current <i>School Teachers' Pay and Conditions</i> document L9-15
Line manager:	The Trust Board, Executive Leaders and Local Governing Board of the school

Main purpose of the job:

The headteacher will:

- Establish and sustain the school's ethos and strategic direction together with the governing board and through consultation with the school community
- 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
- Make sure these school improvement strategies are effectively implemented
- Monitor progress towards achieving the school's aims and objectives
- Allocate financial resources appropriately, efficiently and effectively
- Undertake the role of Special Educational Needs Co-ordinator

As Headteacher of school, you will be required to:

- Formulate the aims and objectives of the school and provide overall strategic leadership
- Establish policies for achieving these aims and objectives
- Manage staff and resources to that end
- Monitor progress towards the achievement of the school's aims and objectives
- Lead by example and model best practice regarding professional conduct, workload, and personal development
- Be a role model for all in our community

Developing self and working with others

- Promote and safeguard the safety and welfare of children and young people
- Contribute to the creation of a positive school ethos, in which every individual is known, treated with dignity and respect
- Support the development of collaborative approaches to learning within school and beyond
- Support the induction of staff new to the school
- Set high expectations for your own performance and that of others
- Engage in relevant professional development activity as necessary
- Provide support for colleagues both teaching and non-teaching in improving their classroom practice
- Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes
- Ensure excellent teaching in the school, including through training and development for staff
- Establish a culture of 'open classrooms' as a basis for sharing best practice
- Create an ethos within which all staff are motivated and supported to develop their skills and knowledge
- Identify emerging talents, coaching current and aspiring leaders
- Hold all staff to account for their professional conduct and practice

Managing the Organisation

- Facilitate regular reviews of the organisation of the school
- Provide clear direction in the planning process for the distribution of resources, to ensure they meet the school's identified priorities
- Direct regular evaluation of the impact of the use of resources in relation to the quality of education of the pupils and value for money
- Ensure that the school's systems, organisation, and processes are well considered, efficient and fit for purpose
- Provide a safe, calm, and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour
- Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve, and valuing excellent practice
- Welcome and work with the governing board as appropriate, providing the information it needs to govern effectively
- Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources
- Support distribution of leadership throughout the school

Securing accountability/strengthening community

- Develop staff in understanding their own accountability and develop approaches to their review and evaluation
- Undertake the reporting of the performance of the school to parents, carers, governors, and other key partners as necessary
- Gain an understanding of the diversity of the school community and uphold policies and practice which promote equality of opportunity and tackle prejudice
- Lead the development of a curriculum which provides pupils with opportunities to enhance their learning within the wide community
- Promote and model good relationships with parents, which are based on partnerships to support and improve pupils' achievement
- Create an outward-facing school which works with other schools and organisations to secure excellent outcomes for all pupils.
- Develop effective relationships with fellow professionals
- Model entrepreneurial and innovative approaches to school improvement and leadership
- Inspire and influence others to believe in the fundamental importance of education in young people's lives and to promote the value of education

Health and well-being

- Establish a purposeful and safe learning environment for learners
- Manage learners' behaviour constructively by establishing and maintaining a clear and positive framework for discipline, in line with the school's Behaviour Policy
- Use a range of behaviour management techniques and strategies, adapting them as necessary to promote self-responsibility and independence of all learners
- Raise all concerns regarding the behaviour, progress or welfare, child protection or emotional health of any learner with the appropriately identified person
- Proactively promote and safeguard the welfare of children and young people

Team working and collaboration

Wider duties

- Communicate and consult with the parents/carers of learners sensitively and effectively
- Communicate and co-operate with any relevant external bodies
- Be fully conversant with and implement the school's and Trust procedures and policies
- Make a positive contribution to the wider life and ethos of the school and the Trust
- Participate in any relevant meetings/professional development opportunities at the school or across the Trust which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies
- Work as a team member and identify opportunities for working with colleagues, including across the Trust, sharing the development of effective practice

Exercise of particular duties

- Perform any reasonable duties as requested by the Trust Board, Executive Leadership Team and Local Governing Board

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school and Trust maintaining high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out professional duties and responsibilities.
- The Headteacher will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

Note

A job description can never be fully descriptive or exhaustive. It is expected that you will, within reason, respond to unforeseen circumstances and emergencies as they arise, in a way that is commensurate with your qualifications, experience and seniority. Changes to your role may need to be agreed from time-to-time, in the light of changing school requirements and to support your further professional development within your headship.

This job description is not your contract of employment nor any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school or Trust is changed. Nothing will be changed without consultation.

General

- As Headteacher, you will be required to meet the general requirements of this post as specified in the School Teachers' Pay and Conditions Document. In addition, you will be required to fulfil any reasonable expectations for the Trust Board, Executive Leaders and Local Governing Board.
- The post will require you to work in partnership with Trust Senior Leaders, Governors and Staff to ensure the continuous improvement of the school.
- You will be responsible for specific tasks and the leadership of whole school aspects, which will be determined in consultation with Executive Leaders.

Person Specification

Job title:	Headteacher
Salary and grade:	Standard national scale in line with the current School Teachers' Pay and Conditions document
Line manager:	The Trust Board, Executive Leaders, and the Local Governing Board of the school

Criteria	Essential	Desirable
Qualifications/ Professional development	<p>Qualified teacher status QTS</p> <p>Degree</p> <p>A record of continuous professional development that includes training in leadership and management</p> <p>Enrolled on, working towards or successful completion of the National professional qualification for headship (NPQH)</p>	<p>Experience of supporting training and helping to co-ordinate the professional development of colleagues</p>
Experience	<p>Successful leadership and management in a school</p> <p>Outstanding teaching</p> <p>Involvement in school self-evaluation and development planning</p> <p>Demonstrate experience of successful line management and staff development</p> <p>Understanding school finances and financial management</p>	<p>Evidence of working in more than one school or learning environment</p>
Leadership and Management	<p>A compelling vision of the overall aims and direction of a successful school and able to communicate these to inspire and motivate others</p> <p>Evidence of good management, which incorporates detailed planning, successful implementation and effective monitoring and evaluation of strategies</p> <p>A good knowledge and understanding of what constitutes an effective school and have the necessary skills of leadership and management to create such a school</p> <p>Ability to access and analyse relevant data and to use this information to set priorities and determine school action</p> <p>Knowledge of statutory requirements and other relevant legislation relating to school leadership and management, including SEND</p>	<p>Experience of supporting performance management processes</p> <p>Ability to work alongside financial staff in the management of a school to budget effectively matching resources to school needs and priorities</p> <p>Ability to hold people to account for underperformance</p>

<p><i>Learning and Teaching</i></p>	<p><i>Possesses considered and highly developed understanding of what contributes to successful learning and the ability to promote and model the most effective teaching strategies and support models required to bring this about</i></p> <p><i>An excellent understanding of how assessment strategies are used to inform teaching and learning to help pupils make progress, including data analysis skills, and the ability to use data to set targets and identify weaknesses</i></p> <p><i>A clear understanding of what constitutes an ambitious, broad and balanced curriculum that is appropriately sequenced and suitably resourced</i></p>	<p><i>Ability to support the development of the school site ensuring the health and safety of staff and pupils and which presents a stimulating and attractive learning environment.</i></p>
<p><i>Additional skills and abilities</i></p>	<p><i>A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the Trust</i></p> <p><i>Ability to relate positively to Executive leaders, Trust leaders, pupils, colleagues, parents, governors, and others who contribute to the work of the school</i></p> <p><i>Possesses communication and interpersonal skills needed to provide clear and accurate information and well-informed advice</i></p> <p><i>Ability to organise and manage work effectively, i.e., being able to prioritise and organise tasks, make decisions, support, and delegate when appropriate</i></p> <p><i>An unwavering commitment to high expectations of pupils' learning, attainment, and behaviour and of one's own professional abilities and those of colleagues</i></p> <p><i>Ability to work under pressure and to remain resilient in the face of challenge</i></p> <p><i>Committed to always maintaining confidentiality</i></p> <p><i>Demonstrate absolute commitment to safeguarding and equality</i></p>	
<p><i>Written Application</i></p>	<p><i>Evidence of clear thinking about the role of the Headteacher, educational philosophy and presentation of experience to meet the requirements of the post</i></p>	
<p><i>References</i></p>	<p><i>Excellent and unequivocal</i></p>	

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated; these will include:

- Motivation to work with children and young people,
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people,
- Emotional resilience in working with challenging behaviours,
- Attitudes to the use of authority and maintaining discipline.