JOB DESCRIPTION

Headteacher

PLACE OF WORK: Huntington School	CURRENT GRADE: Leadership 33 - 39
REPORTS TO: Governing Body	

To provide exceptional strategic and operational leadership for Huntington School, securing the highest standards of education, safeguarding and wellbeing for all pupils. The Headteacher will inspire and empower staff, foster a culture of ambition and inclusion, and work in partnership with governors, families and the wider community to ensure every young person achieves their full potential and is prepared for success in the next stage of their education and beyond.

Main Duties and Responsibilities

- To fulfil the statutory responsibilities of the Headteacher, including personal accountability for the effective leadership, management and performance of the school and the role of Senior Information Risk Owner (SIRO).
- To provide visionary and values-driven leadership, ensuring that Huntington School continues to deliver exceptional educational outcomes and a rich, inclusive learning experience for every pupil.
- To take overall responsibility and accountability for the strategic leadership, organisation, management and conduct of Huntington School, working in partnership with the Governing Body to shape and deliver the school's long-term ambitions.
- To champion a culture of excellence, innovation and continuous improvement, ensuring the highest standards of teaching, learning, safeguarding, wellbeing and achievement.
- To inspire, empower and develop staff at all levels, fostering a collaborative professional culture where talent flourishes and aspirations are realised.
- To ensure effective stewardship of the school's resources, reputation and relationships, securing the continued success and sustainability of the school within a rapidly evolving educational landscape.
- To meet and exemplify the Headteacher Standards (2020), demonstrating outstanding leadership in all aspects of school life.

	Qualities and Knowledge • Hold and articulate a compelling vision, clear values and strong moral purpose, placing high-quality education, equity and opportunity for all pupils at the heart of decision-making. • Uphold and promote the highest standards of integrity, professionalism, ethics and conduct, maintaining public confidence in the leadership of the school. • Build and sustain positive, professional and productive relationships with pupils, staff, parents, carers, governors and the wider community. • Lead by example with authenticity, resilience, creativity and clarity, inspiring others through personal excellence, scholarship and a commitment to lifelong learning. • Be highly visible and approachable, maintaining a strong presence throughout the school and actively engaging with all members of the school community. • Demonstrate a deep and current understanding of educational practice, policy and school improvement locally, nationally and internationally, embracing continuous professional development and evidence-informed practice. • Exercise sound political, financial and strategic judgement, translating national and local priorities into a coherent vision and effective action within the school context. • Ensure the school fully meets its statutory responsibilities relating to SEND, working collaboratively with families, external agencies and professionals to secure the best possible outcomes for pupils with additional needs. • Bring a proven track record of successful leadership through inspection and accountability processes, including a strong understanding of the current Ofsted framework and the ability to lead continuous school improvement. • Foster a culture where diversity is celebrated, wellbeing is prioritised and every member of the school community feels valued, respected and able to thrive. • Demonstrate the courage to make difficult decisions, balanced with empathy, compassion and a commitment to serving the best interests of pupils and the wider school community. • Demonstrate a strong understanding of the relationship between attendance, safeguarding, wellbeing and educational outcomes, with the ability to develop evidence-informed strategies that secure sustained improvements in pupil attendance and engagement.

	Pupils • Uphold ambitious educational standards and high expectations for all pupils, ensuring every young person, regardless of background, is empowered to achieve their full potential and is exceptionally well prepared for the next stage of education, employment or adult life. • Foster a culture of aspiration, belonging and achievement in which pupils are inspired to learn, develop character, embrace opportunity and contribute positively to the school community and wider society. • Create and sustain an environment where pupils experience a rich, engaging and inclusive school life, promoting academic success, personal development, wellbeing and enrichment. • Ensure the highest standards of safeguarding and child protection, supporting the Governing Body in fulfilling its statutory responsibilities and embedding a culture where safeguarding is everyone's responsibility and the welfare of pupils is paramount. • Establish and maintain a clear, values-driven culture of behaviour, attendance and conduct, underpinned by high expectations, consistency and positive relationships, enabling all pupils to learn and thrive. • Provide strategic leadership for attendance and inclusion, ensuring that effective systems, early intervention and strong partnerships with families secure excellent attendance, remove barriers to learning and maximise pupil engagement. • Champion equality, diversity and inclusion, ensuring that every pupil feels safe, respected, valued and able to participate fully in school life. • Ensure the school maintains ambitious expectations for pupils with SEND, creating an inclusive culture and delivering appropriate support and adaptation so that all pupils can access the curriculum, thrive within the school community and achieve strong outcomes. • Promote pupil voice and leadership, ensuring that pupils are actively involved in shaping their educational experience and the continued development of the school.
	Staff • Promote well-being throughout the organisation and ensure due attention is paid to workload. • Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge and support each other. • Develop, inspire and motivate effective teams with clear responsibilities in order to raise standards across the school and spread the workload. • Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning. • Delegate and develop leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities, encouraging collaborative decision-making. • Hold all staff to account for their professional and personal conduct and practice and lead performance development. • Establish and sustain rigorous, fair, transparent systems and measures for managing the performance of all staff, identifying under-performance, supporting staff to improve and valuing excellent practice. • Secure excellent teaching to achieve consistently high standards of learning and attainment across the school, incl. preparation for FE or HE, using evidence informed practice. • Ensure staff have opportunity to access high-quality sustained CPD opportunities and are deployed and managed well.

	Curriculum • Ensure a broad, structured and coherent curriculum is implemented across the school and maintain effective curricular leadership, including subject leaders with relevant expertise and access to training, professional networks and communities. • Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupil wellbeing. • Ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains. • Ensure valid, reliable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum, using assessments to inform strategy and decisions by identifying and addressing barriers. • Encourage an education culture of 'open classrooms' as a basis for sharing best practice across the school, drawing on and conducting relevant research and robust data analysis.
	Finance and Resources • Ensure the effective stewardship of the school's financial, physical and human resources, securing value for money, operational excellence and full compliance with statutory, regulatory and Local Authority requirements. • Prioritise and allocate resources strategically to maximise educational outcomes, enhance the pupil experience and deliver the school's strategic objectives. • Lead and embed Integrated Curriculum and Financial Planning (ICFP), ensuring that curriculum design, staffing structures and resource allocation are aligned to the school's vision, educational priorities and long-term sustainability. • Maintain robust financial oversight, ensuring transparency, integrity and probity in all financial decision-making and reporting. • Identify, evaluate and respond proactively to emerging opportunities, challenges and risks affecting the school's future success, resilience and growth. • Ensure the school's estate, infrastructure and resources support a safe, inclusive and ambitious learning environment for pupils and staff.

	Systems and Processes • Ensure the school operates efficiently and effectively within all relevant statutory, regulatory and policy frameworks, meeting its legal responsibilities and maintaining the highest standards of compliance. • Promote a culture of professionalism, accountability and ethical leadership, ensuring that integrity and sound decision-making underpin all aspects of the school's work. • Develop, review and maintain systems and processes that are efficient, transparent, proportionate and aligned to the school's strategic priorities. • Ensure robust approaches to risk management, business continuity and organisational resilience are embedded across all aspects of school operations. • Work constructively and openly with governors, recognising the importance of strong and effective governance in securing excellent outcomes for pupils and maintaining public confidence. • Support governors to fulfil their core functions of setting strategic direction, holding leaders to account and ensuring effective financial oversight and stewardship. • Represent the school with professionalism and credibility at meetings, panels, partnerships and external forums, acting always in the best interests of the school and its community. • Ensure effective procedures are in place to enable concerns, complaints and feedback to be raised, managed and resolved fairly, sensitively and efficiently. • Undertake any additional duties commensurate with the role as reasonably determined by the Governing Board.
	School Culture and Improvement • Work with the Governing Board to develop, articulate and champion a compelling vision for Huntington School, underpinned by excellence, ambition, inclusion and high expectations for all. • Translate the school's vision into a coherent and evidence-informed strategic development plan, ensuring effective implementation, regular evaluation and measurable impact. • Create and sustain a safe, calm and purposeful environment where pupils and staff feel valued, supported and able to thrive. • Foster a culture where safeguarding, wellbeing and professional responsibility are central to the life of the school. • Champion inclusion, equality, diversity and accessibility, ensuring every member of the school community feels respected, represented and able to succeed. • Lead a culture of continuous improvement through rigorous self-evaluation, quality assurance and performance management, using evidence to inform decision-making and drive sustained excellence. • Promote a culture of openness, trust, collaboration and accountability, leading by example and modelling the values of the school. • Develop and sustain strong partnerships with schools, the Local Authority, trusts, educational organisations, employers and community groups to enhance opportunities for pupils and staff. • Ensure Huntington School remains outward-facing, innovative and influential, actively sharing and adopting best practice to strengthen outcomes and educational provision.

	Relationships • Build and sustain highly effective professional relationships with the Governing Board, particularly the Chair of Governors, founded on trust, transparency and mutual accountability. • Strive to achieve and exceed the objectives and performance measures agreed with the Governing Board. • Engage positively with parents, carers and the wider community, fostering confidence in the school and strengthening partnerships that support pupil success. • Develop productive relationships with external agencies, educational institutions and professional networks to improve outcomes, wellbeing and opportunities for all pupils. • Challenge established practice where necessary, using well-evidenced research and professional judgement to drive innovation, improvement and excellence. • Provide strategic oversight of the school's role as a Research School, ensuring its continued impact on teaching, learning, professional development and staff recruitment and retention. • Shape the future quality of the teaching profession through high-quality initial teacher training, mentoring, coaching and sustained professional development. • Demonstrate entrepreneurial, innovative and forward-thinking leadership, recognising the importance of both internal accountability and external challenge in driving school improvement. • Inspire and influence others, within and beyond the school, to recognise the transformative power of education and its capacity to improve the life chances of young people. • Act as a visible ambassador for Huntington School, promoting its values, achievements and aspirations at local, regional and national levels.