



Headteacher Job Description

Reporting Relationships

Responsible to: Chief Executive Officer and Chair of Governors

Key Relationships: Senior Leadership Team / School Staff Team / Trust Central Team including Director of School Improvement / Other professionals and peers across the Trust / Local Governing Body / Trust Board

Liaising with: Staff / Parents / External Agencies / Trust Professionals

STATEMENT OF PURPOSE

Support the CEO, the Local Governing Body and the Trust Board, in providing professional leadership for the school which, in turn, secures success and improvement, ensuring high quality education, improved standards of learning and achievement for all students.

- To lead school improvement through the championing of outstanding teaching, learning, and assessment.
- To contribute to and also provide leadership and management of the senior leadership team, staff and students.
- To ensure a high-quality school experience for all students, securing desired outcomes.
- To implement as positively and fully as possible the vision and key objectives of John Taylor Multi-Academy Trust.

General duties and responsibilities

To carry out the duties of a Headteacher as set out in the School Teachers Pay and Conditions Document and Headteacher Standards.

Strategic direction and development of the school

The Headteacher, working with the CEO, Director of School Improvement, governors and senior leadership team will contribute to the development of a strategic view for the school in the community and analyse and plan for its future needs and further development. This will be undertaken within the context of, and supporting, the MAT's Strategic Plan.

The Headteacher will contribute as the lead member of the senior leadership team to the establishment of a shared vision for the school; the support and continuation of the academy ethos which promotes effective teaching and learning, which sustains



improvement in the development of all students; and the development and implementation of a strategic plan.

The Headteacher will be an ambassador for the school and the Trust in the wider community, ensuring that the school is the preferred choice for local parents. They will skilfully and continually enhance the school's reputation both directly (through marketing and promotion) and indirectly (through school improvement).

Strategic direction and development

1. To continue to develop, promote and ensure implementation of the school improvement plan across the school.
2. Produce short, medium and long term plans to develop the academy in relation to:
 - the aims of the school and its policies and practices
 - targets for realistic but challenging improvements
 - personnel policies and deployment
 - the leadership and management of the middle leadership team.
 - Quality Assurance.
3. Monitor the progress made towards achieving the targets and plans set and use this information to plan future developments.

Teaching and Learning

The Headteacher as the lead member of the senior leadership team, together with the CEO, Director of School Improvement, Director of the Teaching School Hub and local governing body will seek to secure and sustain effective teaching and learning, monitor and evaluate the quality of education and standards of students' achievements, and use benchmarks and set targets for improvement.

- Plan and monitor the teaching and learning across the school.
- Ensure that teachers are clear about teaching objectives, understand the sequence of teaching and learning within their curriculum areas and communicate this to students.
- Support and provide guidance for colleagues to select the most appropriate teaching and learning methods and resources to meet the needs of the full range of students.
- To help to establish and implement clear policies and practices for assessing, recording and reporting on student achievements in line with academy policy.
- Evaluate the teaching within all curriculum areas in the school; use this analysis to identify effective practice and areas for improvement.
- Take appropriate action to improve further the quality of teaching within any curriculum area when required.

Efficient and effective deployment of staff resources

The Headteacher as the lead member of the senior leadership team will deploy staff and resources efficiently and effectively in line with the Trust's vision and strategic plan.



Leading and managing staff

- Lead (as required, under the direction of the CEO) the whole staff.
- Lead the middle leader group.
- Further developing the positive and professional culture within the school.
- Support and challenge colleagues throughout the school, recognising their achievements and holding them to account where necessary.

Recruitment

The Headteacher will work with the CEO, Director of School Improvement, and governors and senior colleagues to recruit staff of the highest quality, deploying and developing staff effectively to improve the quality of education.

Manage resources

The Headteacher will contribute to the budget setting process as a member of the leadership team and governors' Managing and Organising Committee.

This will be done by:

- Setting appropriate priorities for expenditure.
- Allocation of funds.
- Effective administration and financial control.
- Monitoring and review of resources in order to improve the quality of education and students' achievement.
- Ensuring value for money.

Accountability

The Headteacher as the lead member of the senior leadership team will account for the efficiency and effectiveness of the school to the CEO (via the Director of School Improvement as required), governors and trustees, students, parents, staff and other members of the local and wider community. This will include effective communication, advice to governors and the Trust Board, and accountability for school performance.

Specific responsibility as the lead member of the senior leadership team

- Lead member of the senior leadership team.
- Governor support/link.
- Personnel issues.
- Middle Leader management.
- Analysis and presentation of examination data and student progress measures.



Other professional requirements

- To play a full part in the life of the academy, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To contribute positively and collegially to the MAT's Executive Group
- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
- To undertake any reasonable request of the CEO and accept any reasonably delegated additional responsibility from the CEO.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The job description is current at the date shown, but, in consultation with you, may be changed by the CEO to reflect or anticipate changes in the job commensurate with the grade and job title or changes to Headteacher Standards.

Headteacher – Person Specification

Skill Factors	Essential or Desirable	Measured By
Knowledge and Experience <ul style="list-style-type: none"> Knowledge and understanding of current practice and effective strategies leading to success across relevant Key Stages In-depth knowledge of the school organisation within an academy context Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation Knowledge and understanding of academy funding and budget setting Knowledge of the principles and practice of Quality Assurance systems including school review, self-evaluation and appraisal Knowledge of the schools' local areas, communities and the issues within those communities Recent successful experience as a Headteacher in secondary context Experience of leading and managing whole school change and/or initiatives successfully Experience of leading and delivering whole school training Experience of holding staff to account and leading performance management conversations Experience of promoting pupils spiritual, moral, social and cultural development and their good behaviour Experience of the strategies for improving the quality of teaching and learning including promoting excellence and challenging poor performance Experience of monitoring and evaluating the effectiveness of teaching and learning including its outcomes in terms of standards, achievement, personal development and wellbeing Experience of strategies for curriculum enrichment that have shown successful impact for all key stages Experience of the impact of equality of opportunity, British values and inclusion policies on pupils and staff 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>	<p>A/I</p> <p>A/I</p> <p>I</p> <p>A/I</p> <p>A/I</p> <p>I</p> <p>A/I</p> <p>A/I</p> <p>I</p> <p>I</p> <p>I</p> <p>A/I</p> <p>A/I</p> <p>I</p> <p>I</p> <p>I</p>

Qualifications and Training <ul style="list-style-type: none"> • Relevant Degree with Qualified Teacher Status • NPQH/NPQSL or willingness to undertake • Leadership Training e.g. NSCL • Safeguarding training at relevant senior level • Evidence of continuing and current professional development including preparation for a senior management role 	E E E E E	A A A A/I A
Skills <ul style="list-style-type: none"> • Ability to provide leadership, guidance and direction in a whole school context • Strategic thinker and ability to develop vision and get others on board • Evidence of successful strategies for planning, implementing, monitoring and evaluating school improvement • Ability to accurately assess and analyse the quality of teaching and learning, and bring about improvement • Ability to analyse and use school performance data to set targets and raise standards • Able to establish and sustain effective organisational structures, systems, policy and practice, including safeguarding • Ability to build and sustain a team ethos and culture that reflects the values of the organisation and supports high performance • Ability to lead a team towards achievement of strategic objectives • Ability to organise, lead and motivate staff and providing appropriate professional challenge where necessary • Able to build and sustain effective relationships with all stakeholders that will enhance the education of all pupils • Able to work in partnership and accept appropriate support from all stakeholders including the local community • Ability to make decisions based on assessment of risk and sound rationale • Good organising, planning and prioritising skills with a good attention to detail • Excellent financial skills and ability to plan and manage resources to meet the strategic aims of the schools 	E E E E E E E E E E E E E E E	A/I I A/I I I I I A/I I I A/I I I I

Personal Attributes		
<ul style="list-style-type: none"> • Approachable, and adaptable to colleagues and stakeholders, with the necessary gravitas in leadership style 	E	I
<ul style="list-style-type: none"> • Able to lead and inspire and be an exemplary role model to school leaders, pupils and staff 	E	I
<ul style="list-style-type: none"> • Honest and trustworthy 	E	I
<ul style="list-style-type: none"> • Ability to nurture, inspire, motivate and challenge young people 	E	I
<ul style="list-style-type: none"> • Belief that school can make a difference 	E	I
<ul style="list-style-type: none"> • Broad, inclusive and pupil-centred educational philosophy 	E	I
<ul style="list-style-type: none"> • Able to work calmly under pressure and maintain focus whilst balancing priorities 	E	I
<ul style="list-style-type: none"> • Commitment to the ethos of the schools 	E	I
<ul style="list-style-type: none"> • Self-reflective and able to critically analyse own performance or receive feedback and act on it 	E	I
<ul style="list-style-type: none"> • Willingness to 'go the extra mile' when required 	E	I
<ul style="list-style-type: none"> • Ability to work flexibly to meet the demands of the role including evenings, weekends and during school closure periods (exam results day) where required 	E	I