

INVICTUS

Education Trust

JOB DESCRIPTION

JOB TITLE: Headteacher

DEPARTMENT: Leasowes High School, part of Invictus Education Trust

SALARY RANGE: Leadership (L28 – L34)

TYPE OF CONTRACT: Permanent

REPORTING TO: Chief Executive Officer

RESPONSIBLE FOR: School Based Staff

LIAISING WITH: CEO, DCEO, Headteachers, Senior Leadership Team, Trustees, Governors, teaching and support staff, outside agencies, and the Trust's central team

Main purpose:

The Headteacher will lead Leasowes High School within Invictus Education Trust (IET), inspiring staff to achieve the highest possible standards in teaching and learning, curriculum and assessment and the development of well-rounded and ambitious students.

The Headteacher will report directly to the CEO. In addition, they will be responsible to the central leadership team to; discharge key function requirements e.g. DCEO and Finance. The Headteacher is expected to be flexible in order to ensure the most effective organisation and delivery of education and to undertake their professional duties.

The Headteacher must be fully committed to the core purpose of ensuring the highest quality of education is delivered, whilst fulfilling their professional duties to an exemplary standard.

The successful candidate will:

- Demonstrate exemplary leadership
- Model the trusts values in everyday work practices
- Set and review the school's priorities and objectives to reflect the overall priorities in conjunction with the CEO and School Improvement Team

	<ul style="list-style-type: none"> • Develop, motivate and deploy staff to secure the best possible use of available talent • Determine and drive appropriate standards and targets to deliver school improvement • Create a safe and positive learning environment with high accountability, with the highest priority given to safeguarding • 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 • Ensure school improvement strategies are effectively implemented • Monitor progress towards achieving the school's aims and objectives, acting on findings • Manage financial resources appropriately, efficiently and effectively in line with Trust policies and procedures
MAIN DUTIES:	
Curriculum, Teaching and Learning	<ul style="list-style-type: none"> • To work with staff to develop a curriculum, both academic and enrichment, to meet the needs of all students • To implement strategies which continue to raise the standards of academic achievement for all and instil exemplary behaviour • To continue to develop, with staff, the quality of learning and teaching in a culture of active self-evaluation, quality assurance, CPD, monitoring and review • To monitor and evaluate the standards of teaching and learning at Leasowes High School and act accordingly to ensure that high standards of professional performance are maintained • To promote a positive attitude to learning, academic achievement and excellence for all students, developing their skills as independent and curious learners • To ensure that the progress of students at the school is monitored, evaluated and effectively recorded and use the analysis of data to inform strategies to raise standards • Continually develop and sustain high-quality teaching across all subjects and phases, ensuring judgement is evidence-based • Ensure teaching is underpinned by subject expertise by utilising Trust resources • Effectively use formative assessment to inform strategy and decisions • Ensure curriculum delivery is broad, structured and coherent and that the curriculum is relevant to the student and community needs • Continue to develop curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities • Use valid, reliable and proportionate approaches to assessing student knowledge and understanding of the curriculum
Community	<ul style="list-style-type: none"> • To develop and maintain effective links with IET schools and the wider community • To fully embrace the benefits of being part of a multi academy trust, utilising the support infrastructure to the benefit of students' progress. • To develop and maintain strong links with partner and local primary schools, FE, HE and other agencies • To take a proactive role in raising and maintaining the profile of Leasowes High School within the local community to pursue and secure additional resources • To maintain positive relationships with past, current and potential parents and promote active involvement in the school community
Leadership and Management	<ul style="list-style-type: none"> • To lead the strategic development and direction of the school, in line with the overall Trust strategy • To work with the CEO/School Improvement Team to develop the educational direction of the school and to raise standards • To promote the aims and objectives of the Trust ensuring the ethos and values are upheld • To maintain a motivated, disciplined school in which students achieve their full potential • To exercise leadership and management supervision of the teaching and support staff • To maintain a visible presence around the school, within the MAT and the wider community

	<ul style="list-style-type: none"> • To lead Leasowes High School's development, improvement planning and self-evaluation process with staff, governors, parents, carers and students • To promote a team approach with all staff • To take a lead on key school policy areas and make recommendations to the CEO • To work with the skills and resources of the Trust to ensure the successful development of Leasowes High School
Finance, Resources and Premises	<ul style="list-style-type: none"> • To work with the CEO and CFO to allocate, control and account for the financial and material resources of the school • To recruit staff of the highest quality and work with the HR Director to deploy and develop staff effectively for current and future needs • To ensure that the Trust Health and Safety Policy is fully embedded
Qualities	<p>The Headteacher will:</p> <ul style="list-style-type: none"> • Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct • Build positive and respectful relationships across the school community • Serve in the best interests of the school's students
Other Professional Duties	<ul style="list-style-type: none"> • Create a culture where students experience a positive and enriching educational experience • Uphold educational standards in order to prepare students from all backgrounds for their next phase of education and life • Leading by example to promote a culture of staff professionalism • Use consistent and fair approaches to managing behaviour, in line with the Trust's Code of Conduct Policy
Additional and Special Education Needs (SEN) and Disabilities	<ul style="list-style-type: none"> • Promote a culture and practice that enables all students to access the curriculum • Have ambitious expectations for all students with SEN and disabilities • Ensure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate • Ensure the school fulfils statutory duties regarding the SEND Code of Practice.
Managing the School	<ul style="list-style-type: none"> • Ensure staff and students' safety and welfare through effective approaches to safeguarding, and in line with Trust and school policies and procedures • Ensure rigorous approaches to identifying, managing and mitigating risk
Professional Development	<ul style="list-style-type: none"> • Ensure staff have access to appropriate, high standard professional development opportunities with both internal and external providers • Keep up to date with developments in education • Seek training and continuing professional development to meet needs
Staffing and Resources	<ul style="list-style-type: none"> • Positively engage in appraisal reviews as directed by the CEO • Lead effective appraisal reviews as directed by ensuring all staff have the opportunity of annual appraisal • Line-manage staff as indicated by the school structure • As directed by the CEO respond to developments and initiatives at national, regional and local levels • Contribute to the recruitment and induction of new staff, including ensuring that key staff are trained in safer recruitment • Lead and direct teamwork and effective working practices
Other professional requirements:	<ul style="list-style-type: none"> • Establish and maintain regular communication in the Trust • Communicate with parents/carers and outside agencies where appropriate • Attend professional meetings as required • Be responsible for personal professional development and to keep up to date with educational initiatives that impact on the Trust and the effectiveness of running the school • Attend Governance meetings as and when required, and prepare relevant documentation • Actively engage in the Trust's appraisal process • Take part in the Trust's staff development programme • Attend and contribute to meetings

	<ul style="list-style-type: none"> • Work as part of a team and positively contribute to effective working relationships • Take part in Trust events, as directed by the CEO • Undertake the professional duties of a teacher and leader as set out in the school teachers pay and conditions document • Meet and exceed the expectations set out in the headteacher standards • Understand and welcome the role of effective governance, including accepting responsibility • Ensure that 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 students
Other Specific Duties	
<ul style="list-style-type: none"> • Play a full part in the life of the Trust community, to support its vision, mission and values • Be an ambassador of the Invictus ethos and to encourage and ensure staff and students follow this example • Be courteous to colleagues and be welcoming to visitors • Comply with the Trust's Health and Safety Policy and undertake risk assessments as appropriate <p>Whilst every effort has been made to outline the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to carry out any reasonable request to undertake work of a similar level that is not specified in this job description. This job description is current at the date shown but following consultation may be changed to reflect or anticipate changes in the job which are commensurate with the job title and salary</p>	
Support for the Trust	
<ul style="list-style-type: none"> • To take a full part in promoting the good name of the Trust and contributing positively to the overall ethos/work/aims of the Trust • Be aware of and comply with policies and procedures relating to child protection, health and safety, security confidentiality and data protection • Comply with the Trust's dress code • Attend and participate in meetings as required • Participate in training, other learning activities and appraisal as required • Recognise own strengths and areas of expertise and use those to advise and support others • It is the responsibility of all adults employed by Invictus Education Trust to safeguard and promote the welfare of children and young people. This responsibility extends to a duty of care for those adults employed, commissioned or contracted to work with children or young people. 	
Safeguarding Requirements	
<p>We are deeply committed to safeguarding and promoting the welfare of Children and expect all Staff and Volunteers to share this commitment. All necessary Safeguarding checks will be undertaken which must have satisfactory outcomes, otherwise the conditional job offer may be withdrawn. Details of the checks that will be undertake can be found at: Keeping Children Safe in Education, 2022- KCSIE 2022</p> <p>This role has been assessed as working in regulated activity and is subject to an Enhanced DBS plus Children's Barred List Check.</p> <p>It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.</p> <p>This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website: https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974.</p>	

Positions at the school are exempt under the Rehabilitation of Offenders Act 1974 and as such appointment to a post will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS). DBS Filtering guidance can be found on the GOV.UK website.
<https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>

Equality Duty

As a Trust we are committed to ensuring that throughout our recruitment and selection process, no applicant will be disadvantaged or discriminated against because of the protected characteristics under the Equality Act 2010.

Person Specification

Criteria	Essential	Desirable
Qualifications	Qualified Teacher status (Secondary age range)	Further study e.g. national professional qualification for Headship or Executive Leadership
Experience	<p>Demonstrable successful leadership experience at Headteacher or Deputy Headteacher Level</p> <p>Evidence of raising standards in a high performing team</p> <p>Involvement in school self-evaluation and development planning</p> <p>Effective collaboration with external agencies</p> <p>Effective leadership of whole school developments relating to teaching, learning, curriculum and self-evaluation</p> <p>Demonstrable evidence of raising the standards of learning and teaching</p> <p>Proven track record of the effective management of change</p> <p>Experience of working with the governance of a school for impact on school improvement</p> <p>Use of technology to improve systems that raise student achievement</p> <p>Demonstrable experience of successful line management and staff development</p>	<p>Multiple roles in leadership experience across more than one school</p> <p>Working in a leadership role across a multi academy trust</p>
Professional Development	<p>Evidence of relevant and recent further professional development</p> <p>Evidence of leading on the professional development of other staff</p>	Recognition that life-long learning is an essential part of personal development
Personal qualities, skills and characteristics	<p>Fully supportive of the Trust's vision and values</p> <p>Confident with outstanding practice</p> <p>Ability to build and maintain effective relations through effective interpersonal skills</p> <p>Excellent communication skills</p> <p>Ability to inspire, challenge, motivate and empower others</p> <p>Ability to think creatively to anticipate and solve problems</p> <p>Confidently build on current good practice whilst moving the school forward with vision and vigour</p> <p>Ability to develop effective teamwork and be able to contribute effectively to a range of teams across the Trust</p> <p>To be a strategic thinker who can articulate vision and inspire others</p> <p>Ability to make sound judgements of teaching, giving quality feedback and offering a range of developmental CPD in a differentiating way</p> <p>Possess an inclusive approach to education</p> <p>Have high expectations of self and others</p> <p>Ability to manage and resolve conflict</p>	

	<p>Ability to work under pressure, maintain a sense of perspective and humour</p> <p>Demonstrate commitment, honesty and dedication</p> <p>Ability to manage own time effectively</p> <p>Reliability and integrity</p> <p>Resilience and tenacity</p> <p>Possessing high personal standards and moral integrity</p>	
Skills and knowledge	<p>Forensic approach to data analysis skills, using data as a tool to implement strategies for whole school maximum impact.</p> <p>Understanding of high-quality teaching based on evidence, and the ability to model this for others and support others to improve</p> <p>Understanding of Trust finances and financial management in an academy.</p> <p>Effective communication and interpersonal skills</p> <p>Ability to build effective working relationships</p> <p>Knowledge of current educational trends, curriculum developments and educational initiatives</p> <p>Experience of curriculum mapping and/or timetabling</p> <p>Excellent knowledge and understanding of diversity and equality requirements</p> <p>Knowledge of Ofsted framework and the means through which a school becomes outstanding</p> <p>A belief in the role of independent learning in education with the ability to articulate and deliver the vision of the Trust</p> <p>A belief in working in partnership and as part of an established team</p> <p>Proven ability in the development of effective structures and systems</p> <p>A commitment to the Nolan principles (7 Principles of Public Life)</p>	<p>A creative and innovative approach to teaching, learning and the curriculum</p> <p>Experience of working in close partnership with other schools in a MAT</p>
Flexibility	To work flexibly to meet the needs of the Trust and its educational establishments. Can be required to work in any location within the Trust.	

This job description/person specification may be amended at any time in consultation with the postholder.

Chief Executive Officer's signature: _____

Date: _____

Postholder's signature: _____

Date: _____