# Little Aston Primary Academy

| | Post Title | Grade | |
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| | **Head teacher** | **L14 – L20** | |

**Purpose of the post**

- Provide the professional leadership and management of the academy to achieve outstanding success.

**Key responsibility areas**

- Strategic leadership and management
- Leadership and management of pupils' attainment and progress
- Leadership and management of staff
- Leadership and management of the curriculum
- Leadership of learning and teaching
- Financial leadership and management at a managerial level
- Management of resources and premises
- Leadership and management of the academy within its local community and in partnership with other schools, early years providers, community organisations and relevant external agencies.
- Liaison with the CEO and Chief Finance Officer of the Trust
- Accountability to the Trust Board and the Local Academy Council (Local Governing Body)
- Strategic leadership and oversight of the academy's early years provision, including Sparkletots.

**Strategic direction and development**

The Head teacher will:

- Develop and communicate a clear strategic vision to all stakeholders
- Motivate and empower others to carry the vision and values of the school forward
- Be responsible for the management, development and resourcing policies of the academy
- Recruit pupils and staff, ensure the statutory requirements, the decisions of the Trust and its Local Academy Council and the needs of the pupils, their parents and the community are met
- Manage a complex organisation effectively and lead the successful implementation of strategic change, continuous improvement and organisational development.
- Work in harmony with the Local Academy Council, local schools, other academies, and other partners as appropriate

**Teaching, learning and pupils**

The Head teacher will:

- Meet the substance of the statutory requirements of the curriculum
- Provide a broad, ambitious, structured and coherent curriculum which meets the needs of all pupils and is underpinned by evidence-informed approaches to teaching and learning.
- Ensure that the curriculum delivered matches the needs of all pupils

- Maintain ambitious expectations for pupils with special educational needs and disabilities and additional needs, ensuring appropriate support and adaptations enable them to access the curriculum and learn effectively.
- Ensure the academy fulfils its statutory duties under the SEND Code of Practice and works effectively with parents, carers and relevant professionals to identify and meet pupils' needs.
- Achieve a sense of harmony, through the effective management of pupil behaviour
- Involve pupils in the decision-making processes in the academy by developing policies and practices that treat pupils as partners in the learning process
- Manage pastoral care, pupil welfare and anti-bullying procedures effectively
- Ensure the protection, safeguarding and wellbeing of pupils and staff through effective safeguarding arrangements and rigorous approaches to identifying, managing and mitigating risk.
- Maintain effective assessment, recording and reporting systems of pupil progress
- Maintain high expectations even where there is social deprivation
- Monitor and evaluate the curriculum for both quality and value for money
- Provide effective strategic leadership and oversight of early years provision, including Sparkletots, ensuring high-quality education, care and transition arrangements for children.
- Ensure that early years provision meets all relevant statutory requirements and provides a safe, inclusive and ambitious foundation for children's learning and development.
- Undertake a part-time teaching commitment, as reasonably required and agreed with the Trust, while ensuring that the strategic leadership and operational needs of the academy continue to be met.

**Leading and managing staff**

The Head teacher will:

- Lead on the recruitment and selection of teaching and support staff
- Exercise effective staff management, lead and motivate others and generate effective working relationships at all levels
- Optimise the contribution of all staff to ensure excellent quality of education and learning to improve the quality of education
- Manage staff performance effectively and support the continuing professional development of all staff.
- Promote and evaluate high-quality professional development for all staff, aligned with academy improvement priorities and individual development needs.
- Ensure staff are deployed and managed effectively, with appropriate consideration given to workload and wellbeing.
- Create and maintain good working relationships among all members of the academy's community

**Efficient and effective use of resources**

The Head teacher will:

- Working with the CEO and CFO inform the Local Academy Council on the formulation of the annual budget in order that the school secures its objectives
- Plan, manage and monitor the curriculum within the agreed budget, setting appropriate priorities for expenditure, allocating funds and ensuring effective administration and control
- Manage and organise accommodation efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety requirements
- Ensure that the allocation and use of accommodation provides a positive learning environment that promotes the highest achievement for all

- Monitor and evaluate overall provision for value for money
- Seek to ensure adequate resources for the school

**Accountability**

The Head teacher will:

- Work closely with and report to the Local Academy Council and the Directors of the Trust
- Work with the Chair of the Local Academy Council as appropriate
- Work with the CEO of the Trust as appropriate
- Secure a positive working relationship with the Local Academy Council
- Provide information, objective advice and support to the Trust to enable it to meet its statutory responsibilities
- Ensure the academy operates effectively within all relevant statutory and regulatory frameworks and complies with the Trust's policies, procedures, schemes of delegation and agreed governance arrangements.
- Present a coherent and accurate account of the academy's performance in a form appropriate to a range of audiences
- Ensure that parents and pupils are well informed about curriculum attainment and progress and are able to understand targets for improvement
- Develop and encourage good relations between the academy and the local community
- Work with other schools, locally, nationally and internationally, as appropriate
- Monitor and evaluate the quality, effectiveness and sustainability of the academy's early years provision, including Sparkletots, and report appropriately to the Trust and Local Academy Council.

**Professional conduct**

The Headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, integrity and professional conduct.
- Act in accordance with the Seven Principles of Public Life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- Promote fundamental British values, respect diversity and maintain appropriate professional boundaries.
- Act at all times in the best interests of the academy's pupils and the wider Trust.