



### Job Description

JOB TITLE	Level 2: Headteacher
PHASE	Infant/ Junior/ Primary Academy
SALARY	L17 – L23
REPORTING TO	Director of Education
RESPONSIBLE FOR	Primary Academy

### Job Purpose

1. The Level 2 Headteacher will provide leadership and management for the Academy ensuring continual improvement and high quality, engaging and fulfilling cognitive education for all pupils
2. The Headteacher will lead on further development in standards of teaching, learning and achievement.
3. The Headteacher will promote and safeguard the welfare of all children for whom the school and local governing body are responsible and those with whom they come into contact.

### Duties and Responsibilities

#### 1. Strategic Leadership

- In partnership with the Director of Education, develop the shared vision and strategic plan for the Academy, which is responsive to the communities they serve. At the core of this should be the educational and personal development of the pupils
- Work with the Director of Education and other MAT members to implement the shared vision and strategic plan for the Academy, which is responsive to the communities they serve. At the core of this should be the educational and personal development of the students
- Support plans created for the future needs and further development of the academies within the local and national context
- Creating and sustaining a culture of raising aspiration, achievement and attainment, is achieved through an inclusive, sustainable and innovative lifelong education environment
- Ensure the Academy achieves their performance targets
- Promote the Academy to a range of audiences
- Secure the commitment of parents/carers and the wider community to the vision and direction of the academies.
- Work with all stakeholders to generate enthusiasm and commitment
- Challenge, motivate and empower others to attain ambitious outcomes.



## 2. Leading Learning and Teaching

- Secure and sustain effective teaching and learning throughout the Academy by ensuring sound strategies for monitoring and evaluating the quality of teaching and standards of students' achievement are in place, using benchmarks and setting targets for improvement. This should include those with special educational or linguistic needs in order to set and meet challenging, realistic targets for improvement
- Promote excellence in teaching and learning, ensuring a continuous and consistent academy-wide focus on students' achievement and development (moral, spiritual, physical and social, as well as academic)
- Embrace cognitive education and ensure the school operates within the culture and ethos of an accredited Thinking School
- Ensure that a high quality educational experience is available for all children and young people
- Create a culture of challenge, support and high expectations
- Ensure that effective and appropriate pastoral support is available to students
- Through monitoring and evaluation, identify and act on areas of improvement in relation to the curriculum and assessment
- Develop an inclusive and supportive approach so that the Academy is a place where all students feel welcome

## 3. Raising aspiration, achievement and attainment

- Ensure that the needs and aspirations of each student is addressed through personalised learning and mentoring
- Support the Director of Education in ensuring that assessment data is used to set challenging targets
- Challenge practice to ensure a stimulating learning environment
- Ensure Academy-wide priorities are consistently and effectively implemented

## 4. Developing Self and Working with Others

- Treat everyone within the Academy fairly and equitably
- Develop a culture of personal responsibility that recognises both excellence and supports appropriate strategies to deal with under performance
- Ensure a high standard of professional development for all staff and for self
- Work with all staff to build effective teams within the Academy
- Sustain their own motivation and that of other staff
- Motivate and enable all staff to carry out their respective roles to the highest standard, through high quality continuing professional development based on assessment of needs
- Develop and maintain respect across all stakeholders, inspiring individuals to contribute positively to shared ideas and plans for the Academy.



- Develop the capacity, through coaching and other appropriate means, of the educational leadership and management, particularly the SLT

#### 5. Leading the Organisation

- Provide dynamic, consistent and motivational leadership, ensuring the successful delivery of the vision, ethos, aims and objectives of the academies
- Lead by example, be personally visible and committed whilst adopting a strong and flexible leadership style
- Establish collaborative and open relationships with all stakeholders
- Critically evaluate each Academy's performance
- Ensure that communication channels exist enabling all staff to receive information they need in order to carry out their professional duties effectively
- Ensure structures deliver students progression, attainment and achievement
- Oversee the implementation of a firm and fair performance management framework for all staff

#### 6. Managing the Organisation

- Work with Trust Members and senior colleagues to recruit and retain staff of the highest quality
- Support the work of the Executive Business Manager to enhance the business management functions within the academy and maximize the level of external funding that is attracted to support the academy's development
- Contribute to and support the formulation of the annual budget in order that the school secures its objectives
- Work with the Trust Members and senior colleagues to deploy all staff effectively in order to improve the quality of education provided
- Ensure the regular monitoring of the budget for the school and the oversight of the use of resources
- Ensure that the allocation and use of accommodation within the school provides a positive learning environment that promotes the highest achievement for all

#### 7. Securing Accountability

- Work with the Director of Education to enable them to meet their responsibilities
- Ensure all staff have clearly defined responsibilities and accountabilities
- Support the Academy to establish strong middle leadership roles
- Secure robust Academy self-evaluation and quality assurance procedures
- Ensure the School and Staff are compliant with all aspects of data protection, data protection policies and procedures are followed by school staff, staff complete data protection training and data protection by design is implemented in the school's activities.



#### 8. Leading in the Community Through Collaboration

- Support the Director of Education in developing community engagement, promoting a continuous culture of change and nurturing creativity for all
- Create and maintain an effective partnership with parents/carers
- Strengthen each Academy's positive image in the wider community
- Develop each Academy's extended school provision
- Actively support the diversity of the Academy's communities and students

#### 9. Conditions

The Level 2 Headteacher will undertake any other duties which from time to time may be required and be relevant and commensurate with the post, as deemed necessary by the Director of Education, Executive Headteacher and the appropriate Governing Body

#### Other Areas of Responsibility at xxx School

#### Generic Duties relevant to all members of Staff

##### The Trust

- The ethos of our Trust is "Transforming Life Chances". All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust's visions and aims. All staff should act with professional integrity at all times, following the "Code of Conduct".
- You will be based at New Horizons Primary School. However, you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

##### Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.



#### ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

#### Health and Safety

- Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

#### Safeguarding

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.

#### Equal Opportunities

- To actively promote the Trust's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place, maintaining awareness of and commitment to Equal Opportunity Policies in relation to both employment and professional relationships.

#### Data Protection

- Ensure confidentiality of personal data at all times by sharing, processing, obtaining and advising on data in line with Trust Data Protection policies and procedures.



Having due regard for the high level of personal and special category data processed within your role.

- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of a Level 2: Headteacher.

Name:.....

Signed: .....

Date: .....