**Job Description**

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| **Post Title** | **Salary** | **Reviewed** |
| **Headteacher**  | ***L16 – L22***  | **July 2021** |

**Managed by:** Chief Executive Officer (CEO)

**Responsible for:** Deputy Headteacher and other staff as directed.

**Job Purpose**

This post is a key member of the Senior Leadership Team (SLT), working in partnership to identify the vision, values and key priorities for North Star Academy Trust and ensuring these priorities are implemented within the secondary school and across the Trust.

Maintain the momentum for change in all areas of the school so there is culture of striving for excellence, challenging the status quo and continually seeking areas where the school needs to improve. Develop and implement the educational strategy within the school to secure the Trust’s agreed values, curriculum principles and organisational behaviour.

Support and challenge the leadership and management teams, motivate and empower them to attain ambitious outcomes that maximise the educational and personal development of pupils.

Identify and challenge any under-performance in teaching, leadership and management to secure delivery of excellent teaching and learning within the school through the promotion of high-level professional standards, and rigorous monitoring and evaluation.

Ensure a culture of personal responsibility, recognising excellence and implementing strategies to address under performance, including an effective system of professional development across the school.

Act within the statutory frameworks, which set out the professional duties and responsibilities and in line with the duties outlined in the current School Teachers Pay and Conditions Document and Head Teachers’ Standards.

Provide direction, leadership and challenge to the leaders within the school which include the Deputy Headteacher, the SENCo, Safeguarding, Attendance and Wellbeing Lead, SALT Lead and Subject Leads.

Work closely with the Local Governing Body (LGB) and Trustees to provide accountability on performance within the school.

Take on specific tasks related to the day-to-day administration and organisation of the school.

**Key Job Outcomes**

**Strategic Leadership**

Be an inspirational leader, building a culture of continual improvement and commitment to the highest achievement for all in all areas of educational provision.

Provide leadership in school improvement, SEND and disadvantaged, data and assessment thus creating outstanding provision.

Help develop and implement the Strategic Plan, which identifies priorities and targets for ensuring that pupils learn well, achieve high standards and make progress, increasing teachers’ effectiveness and securing rapid school improvement.

Plan for the future needs and further development of SEMH schools within the local, regional, and national context.

Ensure the sustained raising of aspiration, achievement and attainment, is met through an inclusive, sustainable and innovative educational environment.

Promote the school and the Trust to a range of audiences.

Challenge, motivate and empower others to attain ambitious outcomes.

Assist in the process that ensures the schools maintain an in year balanced budget.

Lead with the Deputy Headteacher in a whole school review and evaluation by taking the lead on producing the school’s SDP and SEF.

Act as a role model for all staff and provide clear and timely communication so staff know what is expected of them and they are motivated to achieve high standards of performance.

Monitor and track student EHCP provisions to ensure they are being met, acting when there is insufficient progress.

Promote the welfare of all children and support the CEO and Deputy Headteacher in all aspects of safeguarding.

Manage the development of the partnership with parents and carers.

Work with the SLT to improve levels of attendance and punctuality across the school, in particular the attendance of those children for whom attendance is a barrier to their learning and achievement.

Ensure policies related to SEN/Inclusion and the Single Equality Framework are in place and up to date.

Support the performance management process for teachers and support staff as required and use the process to develop personal and professional effectiveness.

Provide training opportunities for staff regarding inclusion and pastoral support.

Oversee the support and development of the inclusion team (HUB and support staff).

Identify resources needed to meet the requirements of children with particular needs and identify priorities for expenditure in collaboration with the other members of the leadership team.

Take responsibility for ensuring effective procedures are in place for managing behaviour.

Work with the Deputy Headteacher in setting, nurturing, promoting and maintaining a very high standard of behaviour and mutual respect throughout the school ensuring that all staff play an active role in the pursuit of these standards. Take the lead role in overseeing management of behaviour across the school and promoting a culture of positive behaviour.

Demonstrate visible leadership during the formal and extended school day.

Set a good example in terms of dress, punctuality and attendance.

**Teaching and Learning**

To provide highly effective strategies to support and challenge senior leaders, ensuring rapid improvement is made in the quality of the provision.

Determine and implement curriculum principles and related assessment that enhances learning outcomes for all pupils within the secondary and ALP provision.

Secure and sustain effective teaching and learning throughout the school by ensuring each of the leadership team have in place sound strategies for monitoring and evaluating the quality of teaching and standards of pupils’ achievement, using benchmarks and setting targets for rapid improvement of all children.

Promote excellence in teaching and learning, ensuring a continuous and consistent focus on pupils’ achievement and development (personal development as well as academic).

Through robust and effective monitoring and evaluation, identify and act on areas of improvement in relation to the provision, outcomes, curriculum and assessment.

Use research to keep abreast of educational developments impacting on North Star Academy Trust and its academies, both locally and nationally, and ensure senior leaders operate within a flexible environment that is responsive to change.

Promote raising standards through a rigorous process of monitoring and assessment; pupil tracking and target setting to ensure the progress of all vulnerable groups.

Monitor the progress of staff towards meeting the overall aims and objectives within their areas of responsibility.

Take responsibility for the development and implementation of all matters relating to pastoral needs of pupils, child protection and the school’s behaviour and anti-bullying policies.

**Raising Aspiration, Achievement and Attainment**

Uphold ambitious educational standards which prepare pupils from all backgrounds for their next phase of education and life.

Establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional networks and communities.

Ensure a broad, structure and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught.

Ensure that robust assessment data analysis is used to set challenging targets.

Role model and challenge practice to ensure a stimulating learning environment.

Ensure North Star Academy Trust priorities are consistently and effectively implemented, and the impact monitored.

**Organisational Management**

Ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care.

Prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds.

Establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently.

Ensure rigorous approaches to identifying, managing and mitigating risk.

**Developing Self and Working with Others**

Develop a culture of personal responsibility that recognises excellence and supports appropriate strategies to deal with under performance (in accordance with Trust’s Appraisal and Capability policies and procedures).

Develop the capacity of the educational leadership and management, particularly the leadership teams through targeted recruitment, coaching and development.

Ensure effective performance management is in place for the leadership team and that all new teaching leadership have a thorough, bespoke and differentiated induction experience.

Keep abreast of educational developments and best management practice in order to introduce appropriate innovation.

**Securing Accountability**

Lead the schools’ data and quality assurance activities to ensure that North Star 240° has live, accurate and forensic data on school performance and ensure that all DfE, OFSTED and Central Team requirements are met.

Use a range of data sources to set realistic yet challenging targets for pupils, analysing outcomes for individuals and groups; use this information to implement appropriate curriculum pathways and intervention programmes

Take responsibility, with the CEO, for ensuring that preparation for and follow up to all Ofsted inspections is thorough, robust and lead to the very best possible outcomes.

Support the school to establish strong middle leadership roles within a distributed leadership structure.

Secure robust school self-evaluation and quality assurance / risk assessment procedures.

Establish mechanisms for reporting to the LGB and all other stakeholders at agreed intervals.

Support staff in understanding their own accountability and develop approaches to its review and evaluation*.*

**Line management**

The post holder will be line-managed by the CEO and will carry out the majority of their work unsupervised.

The post holder will line-manage the leadership team and others at the discretion of the CEO.

**Working in Partnership**

Forge constructive relationships beyond the school, working in partnership with parents, carers and the local community.

Promote and model good relationships with parents, which are based on partnerships to support and improve pupils’ achievement.

Act in a way that shows respect for other adults as valuable contributors to the effectiveness of the whole enterprise. This implies conduct that demonstrates a commitment to participation in a shared Trust venture and a respect for boundaries and confidentiality.

Establish and maintain working relationships with other professionals and colleagues across other public services to improve educational outcomes for all pupils.

Demonstrate an awareness of cultural diversity.

Contribute to policies and practices which promote equality of opportunity and tackle prejudice.

**Developing the North Star Academy Trust**

* Contribute to achieving the Vision and Aims of North Star Academy Trust.
* Contribute to the development of the Trust as an outstanding provider of SEMH provision.
* Contribute to the development of collaborative and team working between schools in the Trust, as a means of affecting change and improving standards.
* Contribute fully to the improvement of pupils’ attitudes to learning and behaviour across the Trust.
* To lead cross trust initiatives.

General Accountabilities

* So far as is reasonably practicable, the post holder must ensure that safe working practices are adopted by employees in school/work areas for which the post holder is responsible to maintain a safe working environment for employees and pupils. These practices are defined in the Trust’s Health and Safety Policy and departmental codes of practice.
* Work in compliance with the Code of Conduct, Regulations and policies of the Trust, and its commitment to equal opportunities.
* Take responsibility for your own professional development by keeping up to date with new initiatives and current best practice.
* Ensure that output and quality of work is of a high standard and complies with current legislation and standards.
* Carry out any other duties as requested which are commensurate with the grade of the post.