

Role Title: Headteacher

ROLE PURPOSE: To be accountable for leadership in one or more of the Trust academies, working closely with the Executive Leadership Team (ELT) and Trust Board to ensure that every child in an Orwell MAT school has an exceptional educational experience, and is well prepared for the next stage in their academic career.

Accountabilities	Measures of success	What you need to know
<p>1. Strategic planning</p> <ul style="list-style-type: none"> Working in line with the Trust Vision, Mission, Values and Behaviours, support the CEO in the delivery of the Trust vision, strategy, and objectives, in collaboration with the Trustees, Heads and local governing committees (LGCs) Contribute to strategic planning for the whole Trust through the Executive Leadership Team (ELT) Develop and deliver the strategic plan for the school you lead Ensure the school is run efficiently, effectively and in compliance with statutory and regulatory frameworks; ensuring effective systems are in place for management and monitoring; maximising financial resources and securing value for money in all operations. Ensure that learning and teaching is at the centre of strategic planning and resource management. Work with the CEO to secure the commitment of parents and the wider community to the vision and direction of the Trust. 	<ul style="list-style-type: none"> School performance Financial performance Parental feedback Pupil outcomes Ofsted reports Trust performance indicators Budget targets Trustee feedback 	<ul style="list-style-type: none"> Degree, QTS Experience in school leadership Working knowledge of Ofsted inspection framework Strategic thinking & planning skills A clear appreciation and recognition of high quality learning and teaching Leadership skills: to motivate and work with the whole school community – pupils, staff, parents governors, Trust colleagues and Trustees Confident in using systems to track data/set targets.

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<p>2. Learning and Teaching (School Improvement)</p> <ul style="list-style-type: none"> ▪ Develop and implement a clear strategy for learning and teaching aligned to our values, which ensures that all children access a high quality educational experience (whole person as well as academic) and are able to flourish, no matter what their starting point or needs ▪ Support the CEO in creating an environment of high expectations, creativity and aspiration, gaining commitment to school improvement across the Trust ▪ Have a clear understanding of performance across the school and put in place plans to raise standards ▪ Implement strategies for monitoring and evaluating teaching quality and pupil achievement, using benchmarks and setting targets for rapid improvement of outcomes for all children including those in vulnerable groups ▪ Work with staff to ensure robust data analysis is used to set challenging targets ▪ Work with the ELT and LGC to devise and implement challenging, relevant and creative curriculum provision that meets statutory and pupil requirements to deliver the aims and values of the Trust ▪ Work with the CEO to implement strategies ensuring the recruitment and development of high quality staff ▪ Develop an inclusive and supportive approach so that the school is a place where all children and the wider community feel welcome, valued and secure ▪ Monitor and evaluate the effectiveness of the curriculum and assessment identifying areas for improvement ▪ Implement and monitor behaviour management strategies based on best restorative practices ▪ Monitor and evaluate the effectiveness of the attendance strategy, identifying areas for improvement 	<ul style="list-style-type: none"> - Targets achieved - Attraction of staff - Retention of staff - Progress - Performance - Pupil perception surveys - Parental feedback - Applications for school places 	<ul style="list-style-type: none"> • Track record of operational management in education • Effective communication skills at all levels • Effective people management skills including delegation, coaching & performance management. • Clear knowledge of the role in relation to Safeguarding. • Knowledge of school systems. • Knowledge of statutory frameworks applying in education • Ability to travel <p>Desirable</p> <ul style="list-style-type: none"> • National / Specialist Leader in Education • A good understanding of the communities served by the Trust.
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3. Monitoring and Assurance		How you act
<ul style="list-style-type: none"> • Provide the Local Governing Committee with timely and clear information, which allows them to appropriately provide challenge and support • Provide regular reports on the school's educational performance to the Board of Trustees • Contribute to evaluation of overall performance of the Trust against agreed criteria on a regular basis • Ensure Trust objectives are consistently and effectively implemented within the school and the impact monitored for pupil progression, attainment and achievement. • Deliver and manage self-evaluation and quality assurance procedures across the school • Work with the Trust Finance Manager to formulate and monitor the annual school budget so that objectives are achieved • Develop a culture of personal responsibility that recognises excellence and supports appropriate strategies to deal with under performance in accordance with Trust Performance Management and Capability policies and procedures • Ensure that defined responsibilities and accountabilities are in place for all staff • Implement Trust policies and procedures ensuring that these are communicated effectively 	<ul style="list-style-type: none"> - Performance - Budgets managed within target - Objectives delivered - School improvement targets met - Feedback from Board - Feedback from CEO - Feedback from LGC 	<ul style="list-style-type: none"> • Leadership – you lead by example, developing the Trust and its people to achieve better outcomes for the community. • Inclusive – you ensure all members of the community and the Trust are equally valued. • Partnership worker - You network effectively to build and use key relationships to share good practice, innovate and improve performance

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<p>4. Leadership</p> <ul style="list-style-type: none"> • Take accountability for the strategic leadership of the school, providing consistent and motivational leadership • Provide purposeful day to day leadership to ensure the strategic vision is translated into operational plans that identify clear targets and outcomes • Support the CEO in creating and delivering the leadership framework for the Trust • Work with the ELT to identify and develop leaders in the Trust, supporting recruitment to leadership roles • Lead aspects of the curriculum and work collaboratively with leaders across the Trust to develop the wider curriculum • Develop strong middle leadership roles and manage, coach and develop middle leaders and teachers. • Ensure that staff are recruited, retained and deployed effectively in within the school • Oversee performance management practices to ensure staff are motivated and enabled to carry out their respective roles to the highest standard • Maintain the staffing structure as agreed by the Trust Board to enable delivery of the Trust vision • Engage staff in the school with the ethos, values and objectives of the Trust through effective communication • Ensure organisational structures deliver pupil progression and raise attainment • In conjunction with the CEO, create a culture that enables everyone to work collaboratively, share good practice, celebrate success and accept responsibility for outcomes • Contribute to the Trust development plan providing input for the school and evaluating progress with the LGC • Ensure that the school complies with current safeguarding procedures and legislation, including acting as Designated Safeguarding Lead • Take ownership for your own continuous professional development, keeping up to date on educational developments and best leadership and management practices 	<ul style="list-style-type: none"> - Feedback from team members/ CEO/ Trustees - Contribution to Trust Team performance - School performance/ results - Staff retention - Staff progression 	<ul style="list-style-type: none"> • Skilled influencer – you use your communication skills to shape outcomes and engage others in achieving them. • Developing others – you support others in identifying and achieving their potential. • Resource manager – you find ways to use the resources available efficiently and continuously look for improvements.
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5. Developing the Trust <ul style="list-style-type: none"> Promote the Trust's brand and reputation, taking clear accountability as a spokesperson for the Trust within your community Develop and implement clear policies on equality and inclusion that underpin the Trust values Work with the CEO and Trust Board to bring new schools into the Trust Identify strategic opportunities to develop the Trust that are in support of the values and mission. Support the CEO in creating opportunities for sharing good practice both within and outside the Trust, encouraging a culture of learning, collaboration and support that has no boundaries Develop strong, positive relationships with colleagues that contribute to collaborative work across academies and support other staff in participating in Trust work both within and outside the Trust Establish relationships and use external networks to promote the Trust, share learning and good practice and engage stakeholders 	<ul style="list-style-type: none"> External feedback Media articles Social media followers Schools interested in joining Examples of good practice e.g. case studies Applications for jobs Applications for school places 	
6. Community engagement <ul style="list-style-type: none"> Strengthen the Trust's positive image in the wider community and with all stakeholders Establish an overview of learning experiences that includes the needs of the wider community Develop and promote positive strategies for challenging discrimination and prejudice and dealing with harassment Promote effective partnerships with all parents and carers, to support and improve pupils' achievement and personal development Collaborate with other agencies to ensure pupil and community needs are met 	<ul style="list-style-type: none"> Community feedback Attendance at events Funding sourced Involvement of stakeholders in initiatives 	
Agreed by Job Holder..... Date.....		
Agreed by Trust BoardDate.....	Review due by	

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