



Pate's Grammar School

Headteacher Vacancy - Job Description

This is a permanent full-time post, reporting to the governing board.

Key aspects of the Headteacher's role include:

- being the champion for the vision, values and ethos of Pate's Grammar School;
- fostering a culture of continuous improvement, underpinned by effective systems and high professional standards, in the aspiration for excellence in every aspect of the school's provision, and;
- creating and maintaining productive relationships with all stakeholders, including the governing body, pupils, parents and staff.

In addition, the Headteacher will:

- build relationships rooted in mutual respect, and always observe proper boundaries appropriate to their professional position;
- show tolerance of and respect for the rights of others, recognising differences and respecting cultural diversity within contemporary Britain. In doing this they will:
 - uphold fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs;
 - ensure that personal beliefs are not expressed in ways which exploit their position, pupils' vulnerability or might lead pupils to break the law, and;
 - serve in the best interests of the school's pupils;
- know, understand and act within the statutory frameworks which set out their professional duties and responsibilities;
- take responsibility for their own continued professional development, engaging critically with educational research, and;
- make a positive contribution to the wider education system.

DIMENSIONS OF THE ROLE

The list below is wide-ranging and it is recognised that the Headteacher will delegate some of the day-to-day elements of some aspects to members of their senior team. However, the Headteacher must retain the overall responsibility for ensuring that all of these aspects are properly addressed.

1. Ensuring that Pate's is a safe environment in which to work and learn for all students and staff:

- Promoting the health and wellbeing of all students and expecting all staff and volunteers to share and demonstrate this commitment;
- Ensuring that the school complies with any local safeguarding expectations, and;
- Ensuring that safeguarding policies and procedures are compliant with the current version of *Keeping Children Safe in Education* (KCSIE) and that these are fully understood and implemented by all.



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2. Providing inspiration and leadership, and sustaining a culture of trust and respect:

- Communicating a compelling vision for the school and setting high expectations for progress and achievement, be that academic, personal development or extra-curricular;
- Building an open, transparent and effective relationship with the governing board and its committees, including regularly meeting with the Chair of Governors, keeping them informed of key developments, successes and risks;
- Working alongside the governors to develop and then translate the vision, ethos and values of the school into clear plans in which all stakeholders see their place;
- Leading by example – showing respect, integrity, empathy, creativity, resilience, clarity and commitment to the school, our partners, students, parents and our community;
- Promoting aspiration and innovation and being able to inspire others, challenging underperformance and being intolerant of a lack of ambition;
- Fostering and supporting a culture of collaboration and shared responsibility to improve and sustain outcomes for students;
- Maintaining an up-to-date understanding of education and school systems locally, nationally and globally;
- Working with political and financial astuteness, within a clear set of principles centred on the school's vision, ably translating local and national policy into the school's context, and;
- Ensuring that outcomes are consistent with the Pate's view of success, and are used formatively to drive improvement.

3. Delivering excellence and enabling improvement in teaching, curriculum and assessment:

- Sustaining the provision of high-quality, expert teaching across all subjects, built on a profound understanding of what makes effective teaching and how students learn;
- Implementing and evaluating strategies which secure the highest standards of teaching and learning, maintaining a professional learning community focused on sustained improvement in student outcomes;
- Ensuring the provision of a broad, structured and coherent academic curriculum which is continually assessed against its impact on learning and progress, ensuring that formative and summative assessment is fit for purpose and impacting positively on student progress;
- Ensuring a rigorous focus on students' achievement, using data and assessment tools to monitor their progress and challenge underachievement;
- Monitoring and evaluating classroom practice and standards of teaching to celebrate excellence and challenge underperformance;
- Ensuring that extra- and co-curricular provision is broad and high quality and offers students manifold opportunities to develop their skills and interests beyond the formal academic curriculum;
- Ensuring the school has ambitious expectations for students with special educational needs and disabilities and for Pupil Premium students, putting in place effective structures and practices to support them at all levels;
- Ensuring that the school's pastoral approach to the personal development of students fosters their self-confidence and successful growth into young adulthood, and effectively supports those who struggle with personal challenges during their school years;



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- Embedding and sustaining effective systems for the management of student behaviour, including pastoral care and an effective anti-bullying policy;
- Ensuring that the school has a strong provision for careers and further education advice, helping to steer students towards successful outcomes when it comes to university choices or other destinations post-Pate's, and;
- Fostering a culture of disciplined innovation, where staff are empowered to engage in external and/or internal research and development activity ensuring that specialist staff stay at 'the cutting edge'.

4. Ensuring Pate's is an 'employer of choice', staffed by talented and skilled individuals at all levels:

- Embodying ethical leadership and managing staff with empathy and kindness;
- Demanding ambitious standards for all students, addressing disadvantage, and advancing equality;
- Instilling a strong sense of accountability in staff for the impact of their work on students' outcomes;
- Ensuring staff have access to high-quality, sustained professional development opportunities;
- Identifying emerging talents and coaching current and aspiring leaders in a climate where excellence is the standard;
- Providing direction to the senior leadership team so that it can deliver sustainable and effective management for the school;
- Maintaining a high level of personal visibility across the school, and modelling quality for others;
- Distributing leadership appropriately throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making;
- Maintaining good relationships with staff unions and associations, and other organisations representing staff of the school, and;
- Establishing rigorous, fair and transparent systems and measures for managing the performance of all staff, supporting them to improve, and celebrating excellent practice.

5. Ensuring long-term sustainability:

- Ensuring the school is a safe environment for students, staff and visitors and that there is a detailed risk register;
- Ensuring the school's systems, organisation and processes are well considered, efficient and fit for purpose;
- Exercising strategic, curriculum-led financial planning to ensure the equitable deployment of budgets and resources in the best interests of students' achievements and the school's sustainability;
- Maintaining an organisational and staffing structure which enables effective and efficient operational practice, deploying people and resources efficiently and effectively to meet specific objectives in line with the school's strategic plan and financial context;
- Approving, implementing and monitoring the school budget in consultation with the school leadership team and the governors, and ensuring the secure financial management of the school, including managing a number of active additional income streams, and;
- Championing sustainability across all aspects of school life.



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6. Building external relationships for the benefit of students and the education sector:

- Ensuring the school remains outward facing with other schools and organisations in a climate of mutual challenge and support, to champion best practice and secure excellent outcomes for all students;
- Developing effective relationships with fellow professionals and colleagues in other public services, to improve academic and social outcomes for all students;
- Creating and sustaining partnerships with parents/carers to support and improve student achievement and wellbeing;
- Building the reputation of the school and ensuring it is represented positively in the community;
- Contributing to the development of the wider sector through taking part in the work of sector bodies and engaging in appropriate opportunities to influence educational policy.

LEGAL REQUIREMENTS

The Headteacher is required to carry out all the statutory duties and the professional responsibilities in the contractual framework, part 7 of the School Teachers' Pay and Conditions document.

DATA PROTECTION

The Headteacher will have responsibility for overseeing compliance with the General Data Protection Regulation (GDPR), in conjunction with the school's Data Protection Officer.

ETHICAL AND PROFESSIONAL CONDUCT

The Headteacher is expected to demonstrate consistently high standards of principled and professional conduct. They are expected to meet the teachers' standards and be responsible for maintaining the conditions under which all our teachers can fulfil them. This job description is also underpinned by the Headteacher Standards 2020 - [Headteachers' standards 2020 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/headteacher-standards-2020)

The Headteacher must also consistently uphold and demonstrate [The Seven Principles of Public Life - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/the-seven-principles-of-public-life) (also known as the 'Nolan Principles').

The Headteacher must discharge their financial responsibilities as accounting officer, including ensuring financial compliance, robust checks and balances, a commitment to achieving value for money, and financial probity at all times across the organisation.

The post holder may be required to carry out other duties and responsibilities in keeping with the nature of this post as directed by and agreed with the governors.

Whilst every effort has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail.