

# St Barnabas Multi Academy Trust

## Headteacher - Job Description

Title	Headteacher
Salary	L1 - L5
Line Manager	CEO
Purpose	<p>The headteacher will:</p> <ul style="list-style-type: none"> <li>• Ensure pupils are kept safe</li> <li>• Formulate the aims and objectives of the school and provide overall strategic leadership</li> <li>• Establish policies for achieving these aims and objectives</li> <li>• Manage staff and resources</li> <li>• Monitor progress towards the achievement of the school's aims and objectives</li> <li>• Lead by example and model best practice regarding professional conduct, workload and personal development</li> <li>• Be a role model for all in our community</li> <li>• Have a commitment to and contribute towards whole Trust collaborative working for the benefit of all pupils in all our schools</li> </ul>
Main Duties and Responsibilities	<p><b>Qualities and knowledge</b></p> <ul style="list-style-type: none"> <li>• Have a good working knowledge of whole school Safeguarding policy, practice and procedure</li> <li>• Lead by example, holding and articulating clear values and moral purpose, and focusing on providing excellent education for all pupils</li> <li>• Build positive relationships with all members of the school community, showing positive attitudes to them</li> <li>• Keep up to date with developments in education, and have a good knowledge of education systems locally, nationally and globally</li> <li>• Work with political and financial astuteness, translating policy into the school's context</li> <li>• Communicate the school's vision compellingly and drive strategic leadership</li> <li>• Promote the Churches vision for education</li> <li>• Seek training and continuing professional development to meet own needs</li> </ul> <p><b>Pupils and staff</b></p> <ul style="list-style-type: none"> <li>• Demand ambitious standards for all pupils, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure excellent teaching in the school, including through training and development for staff</li> <li>• Establish a culture of 'open classrooms' as a basis for sharing best practice</li> <li>• Create an ethos within which all staff are motivated and supported to develop their skills and knowledge</li> <li>• Identify emerging talents, coaching current and aspiring leaders</li> <li>• Hold all staff to account for their professional conduct and practice</li> </ul> <p><b>Systems and processes</b></p> <ul style="list-style-type: none"> <li>• Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose</li> <li>• Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour</li> <li>• Implement systems for managing the performance of all staff, addressing any underperformance, supporting staff to improve and valuing excellent practice</li> <li>• Welcome and work with the CEO, directors, governing board as appropriate, providing the information it needs to govern effectively</li> <li>• Support strategic, curriculum-led financial planning to ensure effective use of budgets and resources</li> <li>• Support distribution of leadership throughout the school and Trust</li> </ul> <p><b>The self-improving school system</b></p> <ul style="list-style-type: none"> <li>• Create an outward-facing school which works with other organisations, schools and Trust leaders to secure excellent outcomes for all pupils</li> <li>• Develop effective relationships with fellow professionals</li> <li>• Model entrepreneurial and innovative approaches to school improvement and leadership</li> <li>• Inspire and influence others to believe in the fundamental importance of education in young people's lives and to promote the value of education</li> </ul> <p>The headteacher will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.</p> <p>Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.</p>
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## Headteacher Person Specification

Qualifications	<ul style="list-style-type: none"><li>• Qualified teacher status</li><li>• Degree</li><li>• (Desirable) National professional qualification for headship (NPQH)</li></ul>
Experience	<ul style="list-style-type: none"><li>• Successful leadership and management experience in a school</li><li>• Teaching experience</li><li>• Involvement in school self-evaluation and development planning</li><li>• Demonstrable experience of successful line management and staff development</li></ul>
Skills and Knowledge	<ul style="list-style-type: none"><li>• Data analysis skills, and the ability to use data to set targets and identify weaknesses</li><li>• Understanding of high-quality teaching, and the ability to model this for others and support others to improve</li><li>• Understanding of school finances and financial management</li><li>• Effective communication and interpersonal skills</li><li>• Ability to communicate a vision and inspire others</li><li>• Ability to build effective working relationships</li></ul>
Personal Attributes	<ul style="list-style-type: none"><li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li><li>• Ability to work under pressure and prioritise effectively</li><li>• Commitment to maintaining confidentiality at all times</li><li>• Commitment to safeguarding and equality</li></ul>

St Barnabas Multi Academy Trust is committed to safeguarding and promoting the welfare of children, and expects all staff to share this commitment. Everyone who comes into contact with children and their families and carers have a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.