

## Job Description

### Headteacher

<b>Job Title</b>	Headteacher
<b>Reporting to</b>	Chief Executive Officer
<b>Responsible for</b>	Senior Leaders and staff in school
<b>Salary scale</b>	<b>School group: 4. Range: L14-L27. ISR: L24-L30 – above range</b>

### Vision and Purpose

The role of Headteacher is crucial to the rapid improvement of schools in our Trust, against the OWN Trust School Designations, learner outcomes and Ofsted grades. The Headteacher is responsible and accountable for delivering excellent standards of teaching and learning in their school, for ensuring that all pupils and staff are safe and happy and for maintaining strong professional links with the OWN Trust Executive and Central Teams.

Headteachers will at all times adhere to and promote the agreed OWN Trust Leadership Principles and Behaviours.

The Headteacher will ensure that the school's values align to those of our Trust, and will champion and promote our Trust work across all schools. In addition, the Headteacher will develop and build a strong individual school ethos rooted in the context and community of the school.

This job description is based on the [Headteachers' Standards 2020](#) as provided by the Department for Education.

### Main duties and responsibilities:

- Ensure that safeguarding is the top priority in all aspects of the school and for the whole school community;
- Carry out and adhere routinely to all appropriate safeguarding procedures and processes in terms of recruitment, record keeping and staff and pupil behaviours;
- Ensure rigorous approaches to identifying, managing and mitigating risk are implemented;
- Be responsible for the safety, wellbeing and all-round development of the children, and create an ethos and organisation in which individual needs are met and the potential of children realised;
- Using regular, precise and rigorous self-evaluation, devise and implement a clear strategic plan for ambitious school improvement in line with OWN Trust values;
- Deploy people and resources in order to meet specific objectives in line with the school's strategic plan and financial context;
- Through the implementation of robust monitoring and review systems, develop and embed the highest standards of teaching and learning and consequent achievement and progress outcomes at the school;
- Systematically identify and map emerging talent in the staff and support career pathways and succession planning;

- Build a school culture and curriculum which takes account of the richness and diversity of the school's communities;
- Establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional networks and communities, both within and beyond the Trust;
- Promote and champion anti-discrimination and diversity and promote British values in all aspects of the school's work;
- Through proactive and constructive partnership with OWN Trust Executive and Central Teams, ensure the smooth running and operation of the school on a day-to-day basis;
- Monitor, evaluate and review the impact of policies, priorities and targets of the school in practice and take action if necessary;
- Maintain an appropriate level of skills in finance, HR and health and safety to enable adherence to the school responsibilities for each area as set out in any SLAs;
- Manage the school within the allocated budget;
- Be a visible and proactive champion for our Trust, its vision and values, and lead staff in their understanding of the benefits of our Trust family;
- Ensure the implementation of accurate and regular assessment of pupil progress by teachers and the analysis of this data. Require leaders and all staff to use this analysis to inform curriculum planning and implementation;
- Review pupil achievement and progress information across all year groups and for all groups of pupils, systematically and regularly, to ensure accurate understanding of the quality of teaching and learning across the school;
- Prioritise the strong progress and achievement of most-able learners, disadvantaged pupils and those pupils with special educational needs and/or disabilities, fulfilling the statutory duties of the SEND code of practice;
- Implement strategies which secure high standards of behaviour and attendance;
- Encourage, inspire and coach senior leaders, whilst holding them robustly to account;
- Provide a role model of consistency, integrity, drive and purpose for all staff and pupils;
- Aspire to the OWN Trust Headteacher standards, proactively embracing development opportunities to support this;
- Forge productive and outward-facing links with external organisations and providers to enhance provision in the school and our Trust;
- Liaise closely with other schools in our Trust to share and benefit from expertise;
- Demonstrate visible commitment to school-to-school support across our Trust;
- Prioritise the wellbeing and motivation of all staff in the school;
- Implement successful performance management processes for all staff, whilst managing workloads to achieve the vision for the school and the Trust;
- Lead and develop strong and positive working relationships with colleagues to enthuse, inspire and engage them in order to achieve a highly effective workforce;
- Establish and maintain positive relationships with parents, carers and the school community, governors, Trustees and community leaders;
- Deliver, as required, high quality presentations to Local Governing Bodies, Trustees and Senior Trust leaders to inform about the quality of education at the school, enabling them to meet their responsibilities;

- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties;
- Reflect on personal contribution to school achievements and take account of feedback from others.

Whilst every effort has been made to explain the main duties and responsibilities of the post it may not identify every individual task that is required.

This job description is current at the time of appointment, but you may be directed to undertake other duties as required to ensure the smooth running of the school and following consultation with you, the job description may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.