



Hamstead Hall Academy

Part of Hamstead Hall Academy Trust

Job Description

Job Title: Headteacher

Scale: ISR 28 - 35

Start date: 1 September 2022

Name:

Job Purpose

- To be accountable to the CEO of Hamstead Hall Academy Trust to set, drive and deliver the vision for the academy and establish the academy's ethos and strategic direction.
- To ensure a high quality of education is provided to enable every student to achieve the highest standards of achievement, raising standards through effective and dynamic day to day leadership and management of the academy.

Responsibilities

Establishing and Promoting a Vision

- Communicate and drive a shared vision which expresses core values and a moral purpose.
- Motivate others to create a shared learning culture and positive climate.
- To be a positive role model and to model the values and vision of the academy.
- Translate the vision into agreed objectives and operational plans.

Operational/Strategic Planning

- Be qualified to work with children and to have undertaken relevant DBS, Health and Right to Work in UK checks.
- Ensure that Health and Safety policies and practices, including Risk Assessments throughout the academy, are in line with national requirements and are updated where necessary.
- Ensure that all other statutory policies are in place in line with DfE requirements.
- Ensure that all statutory safeguarding procedures are in place to safeguard children and adults.
- Liaise with the Director of Estates responsible for Academy Health and Safety across the Trust when required.



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Teaching and Learning

- Create an environment for high quality teaching and learning within a successful learning culture.
- Be accountable for leading curriculum development across the academy that meets the needs of all pupils.
- Drive innovation in education drawing upon the latest research.
- Ensure a continuous and consistent academy wide focus on pupil achievement, using data, self-evaluation and moderation evidence to monitor progress.
- Establish creative, responsive and effective approaches to teaching and learning.
- Ensure that the quality of teaching in all years is secure, at least good and aspiring to outstanding.
- Set high expectations and challenging targets for the academy community.
- Embed effective systems to monitor pupil progress and attainment across all key stages and implement appropriate interventions where required.
- Ensure that assessment and marking policies are in place and regularly monitored and reviewed.
- Monitor, evaluate and review classroom practice, including curriculum planning, monitoring of pupil work and promotion of improvement strategies.
- Ensure processes are in place to maintain accurate and up-to-date pupil data.
- Embed effective analysis and evaluation of assessment and performance data.
- Challenge and manage under performance at all levels and ensure corrective action is put in place to raise standards.
- Ensure that a curriculum is put in place that meets the needs of all pupils.
- Ensure that an integrated programme of high-quality remote learning is in place to meet the needs of all pupils.
- Monitor the quality of the remote learning provision to ensure it meets the requirements of the Remote Learning Policy.
- To ensure plans are in place to improve progress and attainment of targeted groups including disadvantaged, more able and SEND.

Developing Self and Working with Others

- Provide enthusiastic and strong leadership for the academy leadership team, staff and pupils.
- Develop and maintain effective strategies and procedures for staff induction and CPL in line with the priorities of the academy.
- Implement and monitor the appraisal process for all staff in line with Academy Trust procedures.
- Ensure there is a rigorous and robust system in place to assess Post Threshold Applications.
- Hold leaders and staff to account across all levels.
- Develop and maintain a culture of high expectations for self and others.
- Promote community based learning experiences.
- Work in partnership with other schools, academies and agencies to ensure the needs of the pupils are met.
- Create and promote positive strategies for challenging prejudice and establishing equality, diversity, and inclusivity across the academy.
- Regularly review own practice, set personal targets and take responsibility for own professional development.

Behaviour and Attitudes

- Ensure the day to day safety of the children and adults using the academy site on a daily basis.



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- Ensure that a positive atmosphere for learning is present in and around the academy on a daily basis.
- Create and maintain behaviour systems within the academy that ensure pupil behaviour is appropriate.
- Ensure the monitoring and keeping of records of any reported safeguarding incidents are undertaken and passed onto the relevant parties.
- Ensure all vetting procedures are carried out on all staff and recorded on the academy's SCR.
- Ensure the academy complies with all statutory financial, safeguarding and health and safety requirements and reports all incidents to the relevant parties as required.

Managing the Academy Community

- Support the CEO to create an organisational structure that reflects the academy's values and enables effective and efficient operations to take place.
- Produce the Academy Improvement Plan/Self Evaluation to support academy improvement and be responsible for the monitoring and evaluation of these.
- Support the CEO to manage the academy's human, financial and physical resources effectively.
- Ensure that there is an effective process for recruiting, retention, and deployment of staff.
- Ensure procedures are in place to cover for staff absence.

Communications:

- Ensure that the CEO is updated on all developments relating to the academy.
- Ensure regular reporting procedures to parents/carers are in place so they know how well their child is progressing.
- Use technology to develop efficient and effective communication systems between the academy and parents/carers.
- Ensure that there is a calendar of events in place including assessments, parents' evenings etc that is communicated to all stakeholders.
- Develop effective communication/consultation systems, virtual/face to face, with the parents/carers of students.
- Produce a Headteacher Report for Governors and Directors as and when required.
- Build wider collaborative links locally and nationally to raise the profile of the academy and enable pupils and staff to benefit from these partnerships.
- To be fully involved in the consultation process by:
 - 1) Chairing SLT meetings
 - 2) Chairing staff meetings
 - 3) Attending Governors meetings and when appropriate Directors meetings.
 - 4) Attending any other scheduled meetings as part of the annual meetings calendar.

Ensuring Accountability

- Develop an academy ethos which enables everyone to work collaboratively and have high expectations of each other.
- Ensure that job descriptions and person specifications are in place for all staff clearly stating their roles and responsibilities which are agreed and signed by all parties.
- Ensure all statutory policies are in place in line with DfE guidelines.
- Work with the Local Governing Board and Directors to enable them to meet their statutory responsibilities.
- Report to the Local Governing Board as appropriate.
- Undertake other such duties as are commensurate with the post and may be required by the CEO.



General

- To adhere to the Academy Trust's Safeguarding, Health and Safety and Staff Code of Conduct policies.

Line Manager

- The Headteacher will be responsible to the CEO.

Review

This job description may be subject to review and change to accommodate the changing needs of the Academy, after consultation, at the request of CEO or postholder.

Signed _____ Postholder

CEO

Date

Hamstead Hall Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all successful candidates.

January 2022



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