**ROCKLANDS SCHOOL - HEADTEACHER JOB DESCRIPTION**

**Date Effective: September 2022**

**Job description:** Headteacher

**Location**: Rocklands School (Group 5)

**Reporting to:** The Local Academy Board and Chief Executive Officer of the Manor Hall Academy Trust.

**Salary**: Trust Leadership point range L25-L31 (£76,141 - £88,187)

**Statutory**

To fulfil all the requirements and duties as set out in the School Teachers’ Pay and Conditions Document relating to the Conditions of Employment of Headteacher.

To meet the National Standards of Excellence for Headteacher as published by the DfE.

The Headteacher is accountable to the Local Academy Board and to the Trust’s Chief Executive Officer for the standards achieved and the conduct, management and administration of the school.

To seek to achieve any performance criteria, objectives or targets agreed with by the Schools Local Academy Board in accordance with the requirements set out in the School Teacher’s Pay and Conditions Document.

To promote and safeguard the welfare of all children within the School, by ensuring that the School’s policies and procedures relating to safeguarding children and child protection are fully implemented and followed by all staff; resources are allocated to allow staff to discharge their responsibilities and that staff, children, parents and others feel able to raise concerns and these are addressed sensitively and effectively.

**Core Purpose**

To work collaboratively with the Manor Hall Academy Trust and through inspirational leadership and management, create a shared vision and strategic plan that inspires and motivates children, staff, parents and all other members of the school community to achieve greater success. To play a lead role in the development of systems leaders.

**To achieve success, the Headteacher will:**

* Provide vision, leadership and direction to the staff, children and other stakeholders.
* Effectively manage learning and teaching; implementing appropriate and agreed changes to the provision of academic and personal development.
* Ensure the best outcomes for children both in terms of attainment, progress and personal development.
* Promote excellence, equality and high expectations for all children.
* Deploy all resources, including staff and financial resources to achieve the school’s aims and provide regular reports to the Local Academy Board, on the performance of the school.
* Evaluate school performance and identify priorities for continuous improvement.
* Secure effective day to day management, organisation and administration.
* Maintain very strong relationships with parents and carers, the Trust, local community and stakeholders
* Create a safe and productive learning environment which is engaging and fulfilling for all children.
* Sustain and develop further a professional community that enables others to achieve through effective relationships and communication.

**Shaping the future**

**The Headteacher will:**

* Have overall responsibility for the management and performance of the school.

Lead the implementation of, a clear strategic vision and plan for the development of the school.

* Build and maintain a high performance culture leading to high standards of teaching and learning throughout the school.
* Create an organisational structure that reflects the school’s values, and enables the management systems, structures and processes to work effectively in line with legal requirements.
* Ensure that all statutory requirements are met, especially in relation to safeguarding and health and safety.
* Ensure that the needs of the children, parents and the community are met.
* Be the principal ambassador for the school, working with stakeholders to support the school’s success.
* Act as a principal advisor to the Trust and the LAB in the discharge of its responsibilities, and implement the decisions of the LAB.
* Work with the LAB, Trust and other key stakeholders to ensure that the school’s vision is clearly articulated, shared, understood and translated into real and effective action by all.
* Provide strategic leadership that secures the delivery of high standards of attainment and personal development for all students and staff.
* Manage effectively all aspects of the organisation and change processes for a successful school.
* Provide leadership in the development of innovative learning and teaching, enrichment and extended community activities.
* Work with the Trust, organisations in the public, private and voluntary sectors for the benefit of the school.

**Leading teaching and learning**

**The Headteacher will:**

* Secure delivery of the highest possible standards of teaching and learning throughout the school.
* Develop and maintain a focus on achievement, maximising the potential and academic performance of all students against national and individual targets and aspirations.
* Maintain effective assessment, recording and reporting systems of student progress and ensure these are used to challenge underperformance and drive improvement.
* Build and maintain effective partnerships between school, children and parents/carers to support learning.
* Involve students, as appropriate, in the decision-making processes in the school by developing policies and practice that treats children as partners in the learning process.
* Monitor, evaluate and review classroom practice and promote improvement strategies leading to raised standards.
* Develop and implement a broad and relevant curriculum which embraces the school’s specialisms, innovative approaches to teaching and learning, national initiatives and research based practice, is at the forefront of best practice, to meet the needs of all children.
* Monitor and evaluate the curriculum for both quality and value for money.
* Embed data and benchmarking systems to monitor progress raise standards and ensure a continuous and consistent school-wide focus on students’ achievement which engages the support of parents and carers and the assistance of other stakeholders.
* Ensure those suitably challenging targets are set, including those for student attainment, progress, behaviour and attendance.
* Develop an ethos and structure for managing behaviour which enables each student to achieve their potential, including the management of pastoral care, student welfare and effective anti-bullying procedures.
* Be outward facing, taking a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of students and the pedagogical skills of staff, deploying technological resources effectively and efficiently in order to realise the aims of the school.
* Create a culture of challenge, high expectations and support where all children can achieve success and be engaged in personalised learning, supported by a curriculum offer appropriate to their individual needs, aspirations and abilities.
* Ensure a wide range of community-based, off-site and outdoor learning experiences are available.
* Collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of children and their families.
* Build a collaborative learning culture and, with other schools, agencies and partners (especially with the schools within the Trust) continue to build effective learning communities to promote excellence in teaching and learning.

**Developing self and working with others**

**The Headteacher will:**

* Lead, motivate and inspire all staff to build and maintain their trust and commitment.
* Demonstrate and engender in others respect, integrity, optimism, resilience and a sense of proportion.
* Demonstrate the vision and values in everyday work and practice. Ensure that the values are upheld and practised by the staff and children of Rocklands School.
* Create and maintain a culture of high performance and continuous improvement, amongst all staff at the school.
* Recruit, retain and deploy teaching and support staff appropriately and assist in managing their workload to achieve the vision and goals of the school.
* Exercise effective staff management and generate effective working relationships at all levels.
* Manage own workload and that of others to allow for an appropriate work/life balance.
* Optimise the contribution of all staff to ensure excellent quality of teaching and learning.
* Manage performance, utilising all staff effectively, challenging and addressing underperformance whilst providing for the continuous professional development of all staff.
* In partnership with the Trust and the LAB, lead the selection, appointment, deployment and management of high-quality staff to ensure that effective learning takes place throughout the school.
* Create, maintain and enhance effective working relationships with staff, including consultation with professional associations.
* Manage and maximise the contribution of staff to improve the quality of education provided and standards achieved and to sustain the progress of the school.
* Manage the effective deployment and performance of all staff by supporting and ensuring their professional development.
* Involve all staff in decision-making, as appropriate, in order that all who work in the school are committed to its development.
* Develop the leadership skills of staff at all levels and of the children’s council.
* Regularly review own practice and performance, set personal targets and take responsibility for own development.
* Promote the school ethos, values and aims, characterised by high beliefs, aspirations and achievements.
* Respect the responsibilities and celebrate the achievements of individuals and teams.
* Treat people fairly, equitably, with dignity and respect to create and maintain a positive culture and ethos.

**Managing the organisation**

**The Headteacher will:**

* Maintain a financially and educationally viable school, embracing the ethos and stated aims of the school.
* Recruit staff of the highest quality and deploy them effectively.
* Work with the school bursar and Chief Financial Officer to ensure funding is allocated appropriately to support the curriculum, and that spending is monitored and managed effectively.
* Manage and organise accommodation and other resources efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety requirements.
* Ensure that the school secures maximum value for money and complies with statutory and other requirements
* Seek to ensure adequate resources for the school.
* Be responsible for the internal organisation, management and control of the school.
* Advise the Trust and the LAB on the annual priorities and formulation of the budget to ensure that the school achieves its objectives.
* Plan, manage and monitor the curriculum and all policies, procedures and initiatives within the agreed budget, setting priorities for expenditure, allocating funds/resources and securing effective administration and control.
* Ensure the regular monitoring of the budget and the oversight of the use of resources at all levels in the school.
* Manage and organise accommodation efficiently and effectively to ensure it meets the needs of the curriculum, extended use, health and safety requirements and promotes a positive learning environment for all.
* Manage the school’s financial and human resources effectively and efficiently to achieve the educational goals and priorities.
* Monitor and evaluate the overall provision and use of resources to secure value for money.
* Seek all opportunities to maximise resources for the school and its community.
* Create an awareness of environmental issues both within and beyond the school and help to develop innovative projects which address practices.

**Securing accountability**

**The Headteacher will:**

* Be accountable to the Trust via the Chief Executive Officer and the LAB, for all aspects of the performance of the school.
* Secure a positive, open and collaborative working relationship with the Trust and LAB to develop a shared vision and clear strategy for the school, and take ownership for leading its implementation.
* Work closely with the Chief Executive Officer of the Trust and the Chair of the LAB, to facilitate the work of the LAB and maximise the contribution of all of its members.
* Provide information, objective advice and support to the Trust and the LAB to enable it to meet its statutory responsibilities.
* Implement the decisions of the Trust and the LAB.
* Present a coherent and accurate account of the school’s performance in a form appropriate to a range of audiences including LAB members, parents/carers, students and other stakeholders.
* Ensure that parents and students are well informed about curriculum attainment and progress and are able to understand targets for improvement.
* Develop and encourage good relationships between the school, the local authority, other key stakeholders and the local community to enhance the reputation of the school and the opportunities for its children.
* Work collaboratively with the Trust and the LAB and those of its sub-committees, as appropriate, to enable them to fulfil their strategic monitoring, statutory and wider responsibilities.
* Develop an organisation, in which staff recognise they are responsible for the success of the School and individual accountabilities are clearly defined, understood, agreed and acted upon.
* Ensure that effective communications are maintained within and beyond the School and with stakeholders.
* Ensure that parents, carers and children are fully engaged and well informed about all aspects of the School and, in particular, about attainment, progress and targets for further improvement.

**Strengthening the community**

**The Headteacher will:**

* Work effectively and collaboratively with external partners and stakeholders to achieve mutually agreed objectives.
* Co-operate and collaborate with other agencies and partners to protect children and provide for the academic, spiritual, moral, social, emotional and cultural well-being of all children and their families.
* Promote effective relationships with local, regional, national and international community organisations including employers, charities and the voluntary sector.
* Build strong and lasting networks of schools and education providers to support outstanding education for students, the highest quality professional learning and sharing of the very best practice.
* Develop and reinforce relationships between members of the Academy Trust and the Headteachers Advisory Board.
* Present a coherent and accurate account of the school’s performance in a form appropriate to a range of audiences including governors, parents/carers, children and other stakeholders.

*In addition to the above job description, the Headteacher is expected to perform other such duties as may be reasonably required by the Trust/ Local Academy Board.*