



## Job Description: Headteacher

Salary:	ISR L24 – L39 (£91,158 - £130,274)
Contract type:	Permanent
Reporting to:	CEO
Responsible for:	Senior Leadership Team of the school, including the Business Manager

### Main Purpose

The Headteacher will:

- Lead, establish and sustain the school's ethos and strategic direction together with the Cranmer Education Trust and the local governing committee and through consultation with the school community.
- Establish and oversee systems, processes and policies so the school can operate effectively and well.
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context.
- Make sure these school improvement strategies are effectively implemented.
- Monitor progress towards achieving the school's aims and objectives.
- Working within the budget set with the Cranmer Education Trust, allocate financial resources appropriately, efficiently and effectively.
- Lead and manage the school's leadership team and the wider staff of the school, to build a professional allure, knowledge and skills, and a strong sense of Team Saddleworth which has the interests of all our young people at its heart.
- Commit to engaged, collaborative working with The Cranmer Education Trust in the interest of all our young people.

### Qualities

The headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct.
- Build positive and respectful relationships across the school community.
- Serve in the best interests of the school's pupils.
- Serve in the best interests of all the young people in The Cranmer Education Trust.

### Duties and responsibilities

School Culture and Behaviour

The Headteacher will:

- Create a culture where pupils experience a positive and enriching school life and are able to flourish.
- Uphold ambitious educational standards in order to prepare all pupils from all backgrounds for their next phase of education and life.
- Ensure a culture of staff professionalism and accountability.
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils, and clearly demonstrated by all adults in school.
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy

#### Teaching, curriculum and assessment

The headteacher will:

- Establish and sustain high-quality teaching across all subjects and phases, based on evidence.
- Ensure teaching is underpinned by subject expertise.
- Ensure formative assessment is used effectively to inform teaching and curriculum strategy.
- Ensure the teaching of a broad, structured, sequenced and coherent curriculum in line with trust principles.
- Establish curriculum leadership, including subject leaders with relevant expertise and access to professional networks and communities and particularly those established within the trust.
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Ensure that quality assurance processes are appropriate, informed and accurate, proportionate, and contribute to continuous improvement.

#### Inclusion

The headteacher will:

- Ensure that Inclusion is at the heart of the school's strategy and planning.
- Assign overarching strategic responsibility for Inclusion to a named member of SLT, so that the school's work on inclusion is strong, coherent and coordinated.
- Make inclusion a priority for all leaders to ensure the consistent implementation of quality first teaching and fulfilment of strategies specified as part of statutory assessment or leadership guidance for any pupil.
- Establish a definitive and overarching provision map for all pupils who are on any additional and different curriculum pathways.
- Ensure the school works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate.
- Make sure the school fulfils statutory duties regarding the SEND Code of Practice.

#### Managing the school

The headteacher will:

- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of a duty of care and following the CET's Safeguarding Framework and guidance.
- Manage staff well with due attention to workload.
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Ensure the school is an active member of the trust's safeguarding network.

#### Professional development

The headteacher will:

- Ensure staff CPD for teachers is aligned clearly to school improvement priorities and built into the annual plan and programme, and that staff teams have time to prioritise this and implement in their areas.
- Ensure that the requirements of the ECF are fulfilled.
- Ensure that the school contributes to ITT within the trust's SCITT, i.e. Manchester nexus.
- Ensure that the school is part of the trust's curriculum and other quality networks and that advice is disseminated and acted upon.
- Keep up to date with developments in education and relevant research.

#### Governance, accountability and working in partnership

The headteacher will:

- Always work with the governance structures of Cranmer Education Trust, including the executive governance role of senior trust officers.
- Support the work of the Local Governing Committee and welcome governors' involvement in school in their specified responsibilities.
- Take responsibility for preparing a clear and accurate and evaluative report to governance in line with trust guidelines which enables governors to ask pertinent questions.
- Ensure that staff understand their professional responsibilities and are held to account.
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties in line with CET policy.
- Work collaboratively with the trust and beyond, e.g. LA groups such as Headteacher Associations.

#### Other areas of responsibility

- Any other reasonable responsibilities as directed by the CEO.

**This job description is a guide to the duties and should be read in conjunction with the accompanying person specification.**

**This post is subject to an enhanced DBS disclosure check through the Disclosure & Barring Service.**

Headteacher – Person Specification	Essential/ Desirable	How identified <small>(A: Application I: Interview C:Certificate)</small>
<b>Qualifications</b>		
Good honours degree with QTS	E	A/C
NPQH	E	A/C
Post Graduate Qualification	D	A/C
<b>Continued Professional Development</b>		
Evidence of recent and relevant training and development at Headship level and/or in preparation for Headship in addition to the technical (NPQH) qualification	E	A/I/C
<b>Experience</b>		
<p>Significant experience in secondary school(s) as a headteacher or deputy headteacher of leading at whole-school level in at least 2 of the following areas with evidence of positive impact and improvement in pupils' experience, achievement, flourishing and belonging:</p> <ul style="list-style-type: none"> <li>• Leadership of culture and behaviour</li> <li>• Leadership of inclusion</li> <li>• Leadership of curriculum and CPD</li> <li>• Leadership of teaching, learning and CPD</li> <li>• Leadership of assessment and data management and how this is used in practice to drive progress</li> </ul>	E	A/I
Demonstrates secure knowledge and experience of the statutory frameworks for SEND Code of Practice and Safeguarding	E	A/I
<p>Evidences insightful experience of:</p> <ul style="list-style-type: none"> <li>• Thinking through and researching challenging issues in education and schools, and getting people on board to bring about positive outcomes and effective sustainable change</li> <li>• Planning and working strategically to identify improvement priorities, and map and lead school planning to implement effectively and secure sustainable improvement</li> <li>• Developing and distributing leadership, coaching and mentoring, and holding leaders to account.</li> <li>• Developing and implementing effective systems for monitoring and quality assurance, and taking action where necessary</li> <li>• Managing finite resources, making judicious choices and communicating rationale</li> <li>• Managing staff performance</li> <li>• Communicating with parents and the wider community to secure support and a positive reputation for the school</li> <li>• Managing difficult issues with parents including complaints</li> </ul>	E	A/I

<ul style="list-style-type: none"> <li>• Preparing for and leading whole-school accountability events such as Ofsted, and/or critical incidents</li> <li>• Working proactively with other agencies and partners, and where necessary, challenging them effectively.</li> <li>• Working with local governors to help them understand their role and provide effective challenge, by welcoming into school to fulfil their roles, producing clear, concise reports.</li> </ul>		
<b>Personal Skills and Qualities</b>		
Excellent communication and presentation skills such that people know they are being heard and respected and why particular decisions are made	E	A/I
Ability to project on both a human level and on the authoritative level of a leader who feels compassion for individuals, shows warmth, all whilst considering the interests and safety of the whole school community.	E	A/I
Ability to delegate and hold others effectively to account	E	A/I
Ability to assimilate and analyse large amounts of complex information and data, and make sense of it for the school.	E	A/I
Resilience under pressure	E	A/I
Humility	E	I
Able to share, listen, reflect, take advice, and offer the same to fellow headteachers and trust leaders	E	A/I
<b>Commitment to collaborative working with a Trust</b>		
Demonstrates commitment to working collaboratively and constructively with the ethos, culture, frameworks and policies of The Cranmer Education Trust to provide ambition, excellence and community for all	D	A/I
<b>Working conditions</b>		
Must be able to travel to various sites across the Trust	E	A

N.B any candidate with a disability who meets the essential criteria will be guaranteed an interview