

**TEACHING STAFF**  
**JOB DESCRIPTION**

<b>ROLE TITLE</b>	Headteacher
<b>CONTRACTED HOURS</b>	Full time / year-round
<b>LOCATION</b>	Samuel Ward Academy
<b>GRADE / SCALE POINT – SALARY</b>	Leadership range L28-L34
<b>REPORTING TO</b>	Local Governing Body, Trust Education Director, Trust CEO
<b>DATE</b>	September 2024

**INTRODUCTION**

Through geographical hubs of like-minded schools and a vision of excellence that is shared by all, schools smash through barriers to achieve more than others think possible.

- The vision of Unity Schools Partnership is to achieve the highest standards of education in its primary, secondary and special schools.
- It is our intention that all trust schools, and the trust as a whole, be recognised locally and nationally for the exceptional quality of its educational provision.
- We are a family of interdependent schools with a shared ambition to transform lives.
- We are committed to the development of a very high-quality, and evidence-informed, model of how excellence is achieved.
- Our work is fostered by geographical hubs of schools in close proximity that understand their specific communities.

The trust expects its work to be characterised by:



The vast majority of schools are now successful, well-performing schools and judged 'good' by Ofsted. The ambition over the next three years is that schools across the trust become excellent schools, characterised by top quartile performance and with the capacity to support more schools in the area that need support to benefit from being part of the trust.

In order to achieve this ambition, the trust will focus on:

**Excellent education** – we have plans for work in primary, secondary and special education which aim by 2026 to achieve top quartile performance in primary and secondary results and that has very high approval ratings externally and from parents for children with special educational needs.

**Excellent staff** – we have a People Strategy that includes the ambition of being the employer of choice for school staff in the region.

**Excellent support for schools** – we have included in our plans for work in primary, secondary and special education how schools are supported to provide excellent education and we have an operational plan for wider support for schools in the trust, those who wish to be associated with the trust and those who potentially might wish to join the trust.

**JOB PURPOSE**

To deliver and sustain educational excellence in teaching and learning throughout the school and more widely as part of the Trust's Senior Leadership Team, through a range of Leadership strategies.

## **KEY TASKS & RESPONSIBILITIES**

### **STRATEGIC DEVELOPMENT**

1. Challenge educational under-achievement and inspire children to reach their full potential and achieve our trust aim of unlocking the potential of all children, remove the barriers to aspiration and ensure that all our children succeed;
2. Establish and develop the school as a centre of educational excellence and success, developing partnerships with pupils, parents, the local communities and other schools across the Trust and beyond;
3. Manage the organisational and educational change necessary to achieve and sustain success;
4. Continuously develop the physical environment and facilities of the school to provide a positive, welcoming and safe environment for learning;
5. Take overall management responsibility for all resources - administration (including finance administration), maintenance, catering and cleaning;
6. Report regularly as required to the Governing Body and undertake all responsibilities detailed in the Trust's scheme of delegation;
7. Actively participate as a member of the Trust's Senior Leadership Team to the development of the Trust as a whole.
8. Implement and monitor the operation of policies and procedures to successfully deliver the school's strategic development;
9. Implement and maintain the school's improvement plan and self-evaluation procedures;
10. Develop and implement a clear and progressive staffing strategy;
11. Instil a culture of common accountability in all staff for pupil performance and attainment;
12. Ensure all statutory requirements are met.

### **TEACHING AND LEARNING**

1. Advocate and develop innovative ways of teaching and learning to meet the needs of pupils of all abilities through the continuing development of a broad, balanced and stimulating curriculum;
2. Provide a sound foundation for pupils' learning and monitor progress carefully;
3. Ensure a wide range of activities for pupils to give them confidence in their ability to take on new challenges, raise aspirations and increase self-belief;
4. Encourage and promote the creative use of ICT to support teaching and learning;
5. Recognise and celebrate the distinctive nature of the school by encouraging a wide range of extra-curricular trips and activities and ensuring that traditions are respected;
6. Provide a safe and healthy environment in which pupils' wellbeing and welfare can be nurtured;
7. Foster a lively and welcoming ambience in which high standards of behaviour encourage learning and social development;
8. Report each term on school's educational performance to the governing body.

### **LEADING AND MANAGING STAFF**

1. Take overall operational responsibility for the leadership, internal organisation, management and daily running of the school;
2. Oversee recruitment and selection of Teaching and Support staff to meet the short and longer term needs of the school and its pupils;
3. Maximise the contribution of all staff to improving the quality of education provided and standards achieved through development and effective implementation of staff policies, procedures and working practices;
4. Manage effectively the deployment, appraisal, performance and development of all staff;
5. Exercise the school's duty of care regarding staff welfare;
6. Promote, encourage and support initiative and team working, both within the school and more widely with other schools across the Trust, in particular, coordinating the all through work with the associated middle schools.

### **FINANCIAL MANAGEMENT**

1. Work with the Trust's finance team to advise the Governing Body on the formulation of the annual budget in order to ensure that the school secures its objectives;
2. Plan, manage and monitor the curriculum within the agreed budget; setting appropriate priorities for expenditure, allocating funds and ensuring effective administration control.

### **SITE AND PREMISES MANAGEMENT**

1. Manage and organise accommodation efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety requirements;
2. Ensure that the allocation and use of accommodation/resources provides a positive learning environment that promotes the highest achievements during and after the transitional process.

### **COMMUNICATIONS AND PARTNERSHIPS**

1. Ensure that parents and pupils are well informed about curriculum attainment and progress and are able to understand targets for improvement;
2. Develop and sustain positive working partnerships with parents and carers;
3. Develop and encourage good relations between the school and the local community, and the school and the pre-school on-site;
4. Work effectively with all external agencies.

### **SAFEGUARDING**

1. Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times. The Headteacher under the guidance of the Governors and the Trust's Executive Team, will be responsible for promoting and safeguarding the welfare of all children with whom they come into contact, in accordance with the Trust's and the School's Safeguarding policies;
2. Appoint and oversee the Designated Safeguarding Lead
3. The post holder is required to hold a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

**GENERAL**

1. Actively contribute to and promote the overall ethos and values of the School and the wider Trust.
2. The professional duties of the Headteacher are contained in the School Teacher's Pay and Conditions Document and the key areas of Headship are contained in the DfE National Standards for Headteachers.
3. Participate in training and other learning activities and performance development as required.
4. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust.
5. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times.
6. Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.
7. Undertake any other reasonable tasks and responsibilities as requested by a member of the Trust Executive Leadership Team which fall within the scope of the post.

**PERSON SPECIFICATION**

**HEADTEACHER**

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>KNOWLEDGE</b>		
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• First degree / training certificate</li> <li>• Qualified Teacher Status</li> <li>• Recent professional development relevant to a senior leadership role in an educational setting.</li> </ul>	<ul style="list-style-type: none"> <li>• NPQH (or working towards)</li> </ul>
<b>Experience and knowledge</b>	<ul style="list-style-type: none"> <li>• A proven track record in achieving the highest standards of attainment and progress for all groups of pupils</li> <li>• Proven leadership and management experience and expertise at senior management level.</li> <li>• Curriculum development.</li> <li>• Policy Development.</li> <li>• School improvement planning.</li> <li>• Performance management.</li> <li>• Working in partnership with parents and external agencies.</li> <li>• Evidence of experience in key characteristics of leadership in secondary education, including:               <ul style="list-style-type: none"> <li>- Making considered decisions and taking responsibility for the outcomes.</li> <li>- Delegating and sharing leadership.</li> <li>- Encouraging, supporting and motivating people, including pupils, staff and parents.</li> </ul> </li> <li>• Challenging, influencing and motivating others to attain high goals.</li> <li>• Record of successfully implementing initiatives to raise standards.</li> <li>• Experience of analysing and using school performance data.</li> <li>• Current knowledge of teaching technologies, their use, implementation and impact.</li> </ul>	<ul style="list-style-type: none"> <li>• Successful leadership of strategic initiatives.</li> <li>• Relevant experience in more than one school.</li> <li>• Successful and varied teaching experience throughout the relevant phases / key stages.</li> <li>• Relevant financial experience.</li> <li>• The ability to work at the head of, and in the midst of, a staff team.</li> <li>• Experience of working within a Multi-Academy Trust.</li> </ul>
<b>KEY SKILLS AND ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• Resilience with the ability to bounce back from adversity.</li> </ul>	<ul style="list-style-type: none"> <li>• Counselling and mediation skills.</li> </ul>

	<ul style="list-style-type: none"> <li>• Demonstrate self-awareness, self-control and problem-solving skills.</li> <li>• Understanding of SEND.</li> <li>• Commitment to an educational provision of the highest quality.</li> <li>• Evidence of commitment to lifelong learning.</li> <li>• Ability to communicate effectively with a wide range of people.</li> <li>• Good interpersonal skills.</li> <li>• Ability to work under pressure and to time and targets.</li> <li>• Ability to prioritise and delegate appropriately, but also knows when to accept support from others including colleagues and governors.</li> <li>• Ability to develop and maintain good working relationships.</li> <li>• A commitment to maintaining the school's current identity within the overall ethos and values of the Trust.</li> <li>• Evidence of commitment to model the school's core values.</li> <li>• Experience in delivering strategies which encourage parents and carers to support their children's learning.</li> <li>• Evidence of commitment to involving parents and the community in supporting the learning of children and in defining and realising the school's vision.</li> <li>• Proven ability to think creatively and bring fresh ideas to a school that is already achieving very high standards.</li> </ul>	
<p><b>OTHER QUALITIES</b></p>	<ul style="list-style-type: none"> <li>• Proven ability to deliver strategies which encourage parents and carers to support their children's learning.</li> <li>• Commitment to involving parents and the community in supporting the learning of children and in defining and realising the school's vision.</li> </ul>	