

JOB DESCRIPTION

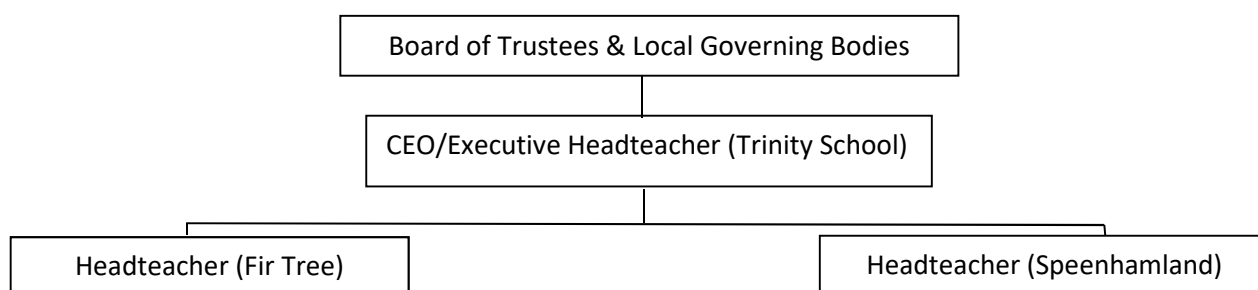


School:	Speenhamland Primary School	Location:	Newbury
Job Title:	Headteacher	Grade/Salary Range:	L8 – L21

JOB PURPOSE

The Headteacher of Speenhamland Primary School is accountable to the CEO and the Trustees of the Newbury Academy Trust (NAT) for ensuring the educational success of Speenhamland School within the overall framework of the School Development Plan, the NAT Strategic Plan, relevant legislation, best practice and available resources.

DESIGNATION OF POST AND POSITION WITHIN THE TRUST LEADERSHIP STRUCTURE



MAIN DUTIES AND RESPONSIBILITIES

1. Strategic direction and development

- Develop and communicate a shared educational vision that expresses the core values of the School and the Newbury Academy Trust (NAT). The Headteacher must be responsive to the needs of the local community and motivate and inspire others.
- Work closely with all key stakeholders to achieve the vision for the school and secure their commitment to its development.
- Work in partnership with other schools within the NAT family.
- Translate the vision into agreed objectives, operational and financial plans, and develop appropriate mechanisms for regular monitoring and review.

2. Leading teaching and learning

- Promote excellence in teaching and learning, ensuring a continuous and consistent school-wide focus on pupils' achievement and development (moral, spiritual, physical and social, as well as academic).
- Design a curriculum that is informed by current knowledge and best practice to develop the potential of all pupils and equip them for the demands of the 21st century.
- Create and maintain an environment and a code of behaviour to promote and secure outstanding teaching and learning, high standards of achievement, good behaviour and discipline.
- Ensure that a high quality educational experience is available for all pupils that attend the school.
- Drive innovation in education ensuring the school is able to respond to a changing external environment and that the skills, learning and aspirations of pupils are developing and enhanced at all key stages.
- Develop and implement strategies to ensure continuity of learning at all main points of transition.
- Encourage creative, responsive and effective approaches to learning and teaching.

- Monitor, evaluate and review classroom practice; celebrate and promote excellence; challenge under-performance at all levels and ensure appropriate action.
- Ensure that individual pupil progress is regularly assessed, recorded, reported and used to inform future teaching and intervention.
- Ensure there are robust systems in place to track and monitor pupil progress to ensure standards are high and progress is strong.

3. Leadership of self and others

- Provide dynamic, consistent and motivational leadership for the school and its teaching staff, ensuring the successful delivery of the vision, ethos, aims and objectives of the school.
- Set high standards and expectations for personal, pupil, and staff behaviours and actions in support of the achievement of the school's intended outcomes.
- Develop and implement a performance management framework for teaching staff for the delivery of agreed outcomes and of high quality services through high quality people performance.
- Regularly review own practice, set personal targets and take responsibility for own development.
- Ensure that systems are in place to encourage all teaching staff to be similarly active in their personal and continuous professional development.
- Develop the capacity, through coaching and other appropriate means, of the educational leadership and management, particularly the SLT.
- Keep abreast of educational developments and best management practice in order to introduce appropriate innovation, whilst building on the best practice locally, regionally and nationally in line with NAT's ethos and vision.

4. Academy ethos and community

- Promote and maintain an ethos and culture where safeguarding children is ever present.
- Create effective means of communication to ensure that all sections of the school community (including parents) are kept informed about, consulted on, and have an understanding of, the aims of the School, its policies, procedures and future direction.
- Create strong links and collaborative ways of working with all stakeholders including the wider community and neighbouring schools, ensuring the school is at the heart of the community.
- Create a culture where all members of the school community respect others and their physical surroundings.
- Provide appropriate systems of pastoral care to support the personal development of all pupils and create a caring climate in which self-confidence and social responsibility are encouraged.
- Develop amongst teaching staff an outward perspective and desire to contribute to the wider life of the school and community.

5. Management of the organisation

- Deliver effective operational management for the delivery of education within the school's budget and in accordance with financial and organisational structures of the NAT.
- Work to, and report on, targets for achievement of the school and personal targets as agreed by the NAT, Local Governing Body and the DfE.
- Work within a defined organisation structure, which enables effective and efficient ways of working, and support the achievement of the school's objectives.
- Work with the CEO, Board of Trustees for the NAT and the Local Governing Body to manage all education resources within allocated budgets; actively seek opportunities for cost-improvements and ensure that 'value for money' is at the core of all financial activities.
- Within the school development plan, recruit, deploy, develop and motivate a committed and effective workforce, whose members have a clear understanding of the vision of the school and of their personal role in enabling and promoting high quality learning.
- Work with the CEO, Board of Trustees for the NAT and the Local Governing Body to ensure that there are robust, reliable mechanisms for appropriate risk management in all school educational activities.

- Ensure the school is compliant with, and acts in accordance with, NAT policies and legislation affecting the conduct of the school; particularly that of governance, health and safety matters and employment rights

6. Supporting the work of the NAT

- Develop strong, positive relationships with NAT colleagues; contribute to collaborative work across NAT schools and support other staff in participating in NAT work.
- Participate in NAT and sector-wide activities in order to share best practice, contribute to the development of NAT strategies and policies and promote the school and the NAT in a national context.
- Undertake any other duties reasonably deemed appropriate to the role of the Headteacher.

7. Specific responsibilities

- Report to the CEO, Local Governing Body and the NAT Trustee Board as appropriate.
- Report to the Local Governing Body on school performance and the implementation of NAT policies, thereby ensuring full involvement of the Governors in strategic planning, business activities, monitoring and building relationships with the wider community.
- Further aspects to be agreed with the CEO, the Chair of Local Governing Body and the NAT Trustee Board.

This School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.