

## Job Description

<b>Role:</b>	Headteacher - St John's CE First School
<b>Responsible to:</b>	Associate Director
<b>Responsible for:</b>	All employees within the school
<b>Salary:</b>	L8 – L12

### Purpose of role:

To provide dynamic and professional leadership for the school to secure its continued success and improvement, ensuring high quality education for all its students and improved standards of achievement. To inspire, challenge, motivate and empower all members of the school community to carry the vision forward. The Headteacher will work actively with the Associate Director to develop new ideas and initiatives.

The successful candidate will:

- Be fully supportive of the school's Christian values and committed to developing links between the parish church and school
- Demonstrate a positive commitment to the ethos and values of a Church of England School;
- Work within Wimborne Academy Trust Values, Ethos and Vision;
- Demonstrate a passion for education and a desire to improve the life chances of all students;
- Know, understand, and act within the statutory frameworks which set out their professional duties and responsibilities;
- Have the ability to build a culture of continuous learning and development throughout the school community;
- Adapt rapidly to the challenge of building on the existing strengths of the school to achieve all round excellence in teaching and learning; and
- Have the ability to empower, enthuse and engage their staff to fully support the delivery of their vision for the school.

### Leading Strategically

The Headteacher will:

- Ensure the aims and vision of the school, encapsulated in the core values of Love, Friendship and Forgiveness, inform their day to day actions and strategic plans;
- Plan and operate strategically, build and communicate a coherent vision in a range of compelling ways;
- Work within the school community to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement;
- Inspire, challenge, motivate and empower others to carry the vision forward;

- Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence; and
- See through current projects and seek ways to develop new initiatives.

### **Leading Teaching and Learning**

The Headteacher will have central responsibility for raising the quality of teaching and learning and for pupils' achievement.

The Headteacher will:

- Ensure teaching and learning reflects the distinctively Christian vision and values of the school in order that pupils flourish as learners and the highest possible standards are achieved;
- Ensure a consistent and continuous school-wide focus on pupils' achievements, using data and benchmarks to monitor progress in every child's learning;
- Ensure that learning is at the centre of strategic planning and resource management;
- Ensure a culture and ethos of challenge and support where all pupils can become effective, enthusiastic, independent learners, committed to learning for the future;
- Demonstrate and articulate high expectations and set stretching targets for the whole school community;
- Implement strategies which secure high standards of behaviour and attendance;
- Determine, organise and implement a diverse, flexible curriculum and implement an effective assessment framework;
- Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils;
- Monitor, evaluate and review classroom practice and promote improvement strategies; and
- Challenge underperformance at all levels, ensure effective corrective action and follow up.

### **Improving the life chances of students**

Develop and support staff to have the necessary skills and knowledge to promote equality, respect diversity, challenge stereotypes and promote the rights of children and young people.

The Headteacher will undertake the role of Designated Safeguarding Lead.

They will ensure that staff:

- Have the highest expectations of every child and ensure that such expectations are met;
- Listen, question and respond to what is being communicated by children, young people and those caring for them;
- Recognise when a child or young person may not be achieving their developmental potential or their health may be impaired. Identify appropriate sources of support for them and their families;
- Share information following the correct procedures, ensuring that the child or young person, parent or carer understands the process; and

- Ensure that the highest priority is given to following guidance and regulations to safeguard children and young people.

### **Leading the School**

Provide effective organisation and management of the school and identify ways of improving organisational structures and functions based on rigorous self-evaluation. Ensure the school, the people and resources within it are organised and managed to provide an efficient, effective and safe learning environment. The Headteacher should also seek to build a successful organisation through effective collaboration with others, seeking and responding to information, advice and guidance from relevant core services, in particular the central Academy Trust teams.

To maintain and develop a successful organisation through effective collaboration with others the Headteacher will:

- Create an organisational structure which enables the management systems, structures and processes to work effectively in line with statutory, regulatory and Trust requirements;
- Produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities;
- Ensure that policies and practices take account of national and local circumstances, policies and initiatives;
- Manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities;
- Recruit, retain and deploy staff appropriately and support them in managing their workload to achieve the vision and goals of the school;
- Manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum, health and safety regulations and other relevant legislation e.g. employment, financial;
- Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all pupils and provide value for money; and
- Use and integrate a range of technologies effectively and efficiently to manage the school.

### **Developing Self and Working with Others**

Effective communication and relationships are key to effective Headship. The Headteacher needs to build a professional learning community which enables all to flourish. They need to manage the complexity of a school team and be committed to their own continuing professional and spiritual development, including attending distinct training and development as appropriate for Church school leadership.

The Headteacher will:

- Ensure that the school's ethos and commitment to Christian values is evidenced in how all work and learn;
- Promote an environment where continual professional development is an integral part of the school's ethos;
- Collaborate and network with others within and beyond the school;

- Challenge, influence and motivate others to attain high goals;
- Give and receive effective feedback and act to improve personal performance;
- Ensure full and appropriate support for staff and pupils;
- Implement successful performance management processes for all staff;
- Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning;
- Regularly review their own practice, set personal targets and take responsibility for own personal development and accept support from others including colleagues and AC members; and
- Manage their own workload and that of others to allow an appropriate work/life balance.

### **Governance and Accountability**

The Headteacher is legally and contractually accountable to the Trust Board for the school, its environment and all its work. The Headteacher also must fulfil the wider accountabilities in relation to students, parents, carers, and other relevant groups.

The Headteacher will:

- Understand and welcome the role of effective governance, upholding their obligation to give account and accept responsibility;
- Establish and sustain professional working relationship with those responsible for governance;
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties;
- Engage the school community in the systematic and rigorous self-evaluation of the work of the school and work closely with the Academy Committee to ensure that effective school self-evaluation informs school improvement priorities;
- Collect and use a rich set of data to understand the strengths and weaknesses of the school;
- Combine the outcomes of regular school self-review with external evaluations in order to develop the school; and
- Ensure effective management of the school budget and best practice in financial and employment matters.

### **Strengthening Community**

The Headteacher will engage with the internal and external school community. This includes collaborating with the local Church, other schools, parents and carers and other multi agencies for the well-being of all children and developing extended services to meet the needs of the community.

The Headteacher will:

- Recognise and take account of the richness and diversity of the school's communities;
- Create and promote positive strategies for challenging racial and other prejudice and dealing with racial harassment;

- Work effectively with other agencies including for example, Social Care and Child and Mental Health Services;
- Collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families;
- Build and maintain effective relationships with parents, carers, partners and the community that enhance the education of students and the wider community;
- Seek opportunities to invite carers, community figures, businesses or other organisations into the school to enhance and enrich the school and its value to the wider community; and
- Contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other schools, if appropriate and promoting innovative initiatives.

This job description is designed to outline the main duties and responsibility associated with the post but is not intended to be an exhaustive list of all duties performed. It may be subject to modification or amendment at any time after consultation between the post-holder and Associate Director.

### **General and School Responsibilities**

The postholder must demonstrate an active understanding of, and follow all Trust policies and procedures. In particular the Headteacher will :

- be the designated safeguarding lead for the school;
- have responsibility for effective implementation of health and safety policy within the school;
- be aware that all employees have a general duty in law to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions;
- demonstrate commitment and enthusiasm to promote the principle of equality and diversity in employment and service delivery; and
- be familiar with and promote the Equality and Diversity Policy.

All Headteachers are required to speak English fluently, in order to fulfil all requirements of the role, specifically to communicate effectively with pupils/students (to support their learning and wellbeing) and to communicate effectively with colleagues, parents/carers and relevant external organisations.

Person Specification
Headteacher: St John's First School

Personal attributes required based on Job Description	Essential (E) or Desirable (D)
<b>Essential requirements are those without which an applicant will not be considered for appointment.</b>	

	<b>Training, qualifications and school experience:</b> On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:	
1	Qualified Teacher Status	E
2	Qualified to degree level	E
3	At least 2 years' experience in senior leadership as a deputy or Headteacher	E
4	Relevant post-graduate qualification in education or management.	D
5	Achieved NPQH	D

	<b>Experience of Educational leadership and management:</b> In their statement of suitability and during the selection process, candidates will demonstrate that they have experience in:	
1	Experience of leading in a Church School	D
2	Recent experience as a Principal/Headteacher or Deputy Principal/Headteacher of a 'Good' or 'Outstanding' school.	E
3	Track record of providing inspiration, strategic thinking, planning and strong leadership to deliver successful outcomes for pupils, staff and AC members.	E
4	Track record of delivering and sustaining progressive improvements in achievement through quality of teaching and learning.	E
5	Experience of implementing a successful school-wide behaviour strategy that has supported learning and achievement.	E
6	Evidence of implementing and sustaining an effective inclusion strategy that has benefited pupils.	E
7	Experience of successful and robust budget and staff management.	E
8	Experience of working in an academy environment.	D

	<b>Knowledge and Understanding:</b> In their statement of suitability and during the selection process, candidates will demonstrate that they have experience in:	
1	Detailed knowledge of current curriculum and assessment issues.	E
2	Full knowledge of the current Ofsted and SIAMS requirements.	E
3	Excellent knowledge and understanding of the use of data and key performance indicators in determining benchmarks to set school targets.	E

4	Up to date knowledge of innovation in educational legislation, research, policy and practise.	E
5	Knowledge and understanding of the role of the Academy Committee and the Headteacher's accountabilities to this body.	E
6	Up to date knowledge of legislation and best practice in academy management and development.	D
7	Knowledge of effective technologies to support teaching, learning and management.	E

	<b>Skills and abilities:</b> In their statement of suitability and during the selection process, candidates will demonstrate that they have experience in:	
1	Excellent communication skills, both verbal and written, with the ability to negotiate and consult tactfully and effectively; to achieve desirable outcomes.	E
2	Strong ability to present to a wide range of audiences.	E
3	Excellent ability to make well-judged decisions based upon accurate analysis and interpretation of appropriate data or information.	E
4	High level pro-active and creative thinking to anticipate issues, address problems and pursue opportunities.	E
5	Strong resilience and mental toughness to operate in a challenging environment.	E
6	Readiness to seek and respond to advice and guidance.	E
7	Excellent collaborative working skills to perform effectively as part of the wider team of the school and Trust.	E
8	Strong, robust people management and leadership skills; to lead by example.	E
9	Determination to promote equality of opportunity throughout all aspects of school life.	E
10	Ability to set, expect and monitor excellent standards.	E
11	Strong ability and drive to achieve challenging personal and organisational goals.	E
12	Fluency in English in order to fulfil all requirements of the role, specifically to communicate effectively with pupils/students (to support their learning and wellbeing) and to communicate effectively with colleagues, parents/carers and relevant external organisations. Evidenced by competently answering interview questions in English and/or possessing a relevant recognised language qualification.	E

<b>1</b>	<b>Other Attributes</b> Evidence of having undertaken recent and relevant continuous professional development and to demonstrate the impact of this in work practice.	E
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