

Job description: Headteacher

Job details

Salary: L15 to L18

Contract type: Full-time, permanent

Reporting to: CEO and Deputy CEO

Responsible for: all school employees

Main purpose

The core purpose of the Headteacher is to provide strong vision, leadership, inspiration, and direction by professional leadership and management of the school. This will promote a secure foundation from which to achieve high standards in all areas of the school's work.

The headteacher will:

- Establish and sustain the school's ethos and strategic direction together with the CEO and Deputy CEO and through consultation with the school community (including the Local School Board)
- Establish and oversee systems, processes and policies so the school can operate effectively
- 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 and promptly implemented
- Monitor progress towards achieving the school's aims and objectives
- Work closely with the CFO to ensure budgets are set and managed appropriately, efficiently and effectively and within policies agreed, accordance with the Academies Handbook.

Qualities

The headteacher will:

- Think strategically, build and communicate a coherent vision in a range of compelling ways
- Inspire, challenge, motivate and empower others to carry the vision forward
- Model the values and vision of the school and Trust.

Duties and responsibilities

School culture and behaviour

The headteacher will:

- Create a culture where pupils experience a positive and enriching school life
- Uphold ambitious educational standards in order to prepare pupils from all backgrounds for their next phase of education and life

- Ensure a culture of staff professionalism
- 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
- Effectively use formative assessment to inform strategy and decisions
- Ensure the teaching of a broad, structured and coherent curriculum
- Establish curriculum leadership, including subject leaders with relevant expertise and access to DSAT hubs, professional networks and communities
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum
- Ensure the use of evidence-informed approaches to reading so that all pupils are taught to read
- Ensure accurate and timely reporting to Trust Board, eg Pupil Premium, Sports Premium, Headteacher reports etc.

Additional and special educational needs (SEN) and disabilities

The headteacher will:

- Promote a culture and practices that enables all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Make sure 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 develop relationships and communication which underpin a professional learning community that enables everyone in the school to achieve.

- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of a duty of care
- Foster an open, fair, equitable culture and manage conflict
- Develop, empower, and sustain individuals and teams
- Enable staff to manage their workload to achieve an appropriate work-life balance
- Collaborate and network with others within and beyond the school and trust
- Challenge, influence and motivate others to attain high goals
- Give and receive effective feedback and act to improve personal performance
- Accept support from others including colleagues, local school board, and the Trust

Professional development

The headteacher will:

- Ensure staff have access to appropriate, high standard professional development opportunities

- Keep up to date with developments in education
- Ensure training and continuing professional development is effectively planned, delivered and evaluated
- Make sure professional development opportunities draw on experts both within, and beyond the school and Trust
- Seek training and continuing professional development to meet the needs of all staff members

Governance, accountability and working in partnership

The headteacher will:

- Understand and welcome the role of effective governance, including accepting responsibility
- 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
- Ensure all statutory policies and processes are in place and compliant
- Work successfully with other schools and organisations
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • Qualified teacher status • Degree • National Professional Qualification of Headship or working towards completion
Experience	<ul style="list-style-type: none"> • Successful leadership and management experience in a school – minimum 5 years experience in a Deputy Head or Head of School role or higher • Teaching experience - minimum 10 years experience • Experience of leading whole school improvement • Experience of providing professional challenge and support to others through the performance management process • Experience in school self-evaluation and development planning. Understanding and experience of the importance of critical self- evaluation to improve outcomes. • Experience of financial management leadership in a school
Skills and knowledge	<ul style="list-style-type: none"> • Clear vision and leadership skills: ability to lead and manage people as individuals and to develop the common goals of a team. Able to challenge, motivate and inspire others • Data analysis skills, and the ability to use data to set targets and identify weaknesses • Understanding of high-quality teaching based on evidence, and the ability to model this for others and support others to improve • Understanding of and ability to effectively manage school finances in line with the Trust's strategic aims • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Ability to build effective working relationships • Knowledge of the SEND Code of Practice: 0-25 Years and other relevant legislation • Knowledge and understanding of Keeping Children Safe in Education 2023 and Working Together to Safeguard Children 2023

Personal qualities	<ul style="list-style-type: none"> • Have a recognisable presence in the school and be easily identifiable as the leader • Commitment to uphold the 7 principles of public life (the Nolan principles) at all times • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people • Strong communication and interpersonal skills, as well as the ability to build and maintain strong relationships with stakeholders. • Awareness of the personal strengths and areas for development of others; listen to reflect on and respond to their views • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position
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Job Descriptions are not exclusive or exhaustive and the nature of the Headteacher's position entails that the post holder may be required to carry out additional duties as reasonably required.

The nature of this post will require flexibility to meet urgent work needs as they arise. This may entail some work outside normal term-time hours. The job description therefore is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to the duties and hours to meet deadlines and deliver key objectives.