

Headteacher Job Description, L16-L20

Core Purpose

The Headteacher, working with the CEO, COO, HR Manager, Board of Trustees, senior leadership team and school staff, will provide overall strategic leadership for the school. The Headteacher will be responsible for the internal organisation, management and control of the school.

The Headteacher's professional duties must be carried out in accordance with and subject to:

- a) the provisions of all applicable legislation
- b) the instrument of government of the school;
- c) any rules, regulations or policies made by the Board of Trustees of Connected Learning MAT

Principle accountabilities:

Whole school organisation, strategy and development

- Provide overall strategic leadership and, with others, lead, develop and support the strategic direction, vision, values and priorities of the school.
- Develop, implement and evaluate the school's policies, practices and procedures.
- Ensure accurate school self-evaluation to inform school improvement planning

Teaching

- Lead and manage teaching and learning throughout the school, including ensuring, save in exceptional circumstances, that a teacher is assigned in the school timetable to every class or group of pupils

Health, safety and discipline

- Promote the safety and well-being of pupils and staff.
- Ensure good order and discipline amongst pupils and staff.

Safeguarding

Have overall responsibility and accountability for safeguarding and promoting the welfare of pupils within the school.

Fulfil personal responsibilities, and secure compliance by those working in school, for safeguarding as set out in the Children's Act, Statutory Guidance and by the Local Children's Safeguarding Board. These include:

- Operating a culture of listening to children and taking account of their wishes and feelings, both in individual decisions and the development of services;
- Operating clear whistleblowing procedures,
- Sharing information, with other professionals
- Assigning a designated professional lead for safeguarding*
- Operating safe recruitment practices

- Ensuring appropriate supervision and support for staff, including undertaking Induction, safeguarding training and reviews of practice
- Establish, operate and monitor clear policies for dealing with allegations against people who work with children.

Management of staff and resources

- Lead, manage and develop the staff, including appraising and managing performance.
- Develop clear arrangements for linking appraisal to pay progression and advise the relevant body on pay recommendations for teachers, including on whether a teacher at the school who applied to be paid on the upper pay range should be paid on that range.
- Organise and deploy resources within the school.
- Promote harmonious working relationships within the school.
- Maintain relationships with organisations representing teachers and other members of the staff.
- Lead and manage the staff with a proper regard for their well-being and legitimate expectations, including the expectation of a healthy balance between work and other commitments.

Professional development

- Promote the participation of staff in relevant continuing professional development.
- Participate in arrangements for the appraisal and review of their own performance and, where appropriate, that of other teachers and support staff.
- Participate in arrangements for their own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

Communication

- Consult and communicate with the governing body, staff, pupils, parents and carers.

Work with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school including relevant external agencies and bodies.

General

- To comply with individual responsibilities in accordance with the role, for health and safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Connected Learning Board of Trustees is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- To abide by the Connected Learning Staff Dress Code at all times.
- As part of the Connected Learning Multi-Academy you may be required to work or attend at any of the other schools in the trust.

Inspires MAT is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • Qualified teacher status • Degree • National professional qualification for headship (NPQH)
Experience	<ul style="list-style-type: none"> • Successful leadership and management experience in a school of at least four years • Teaching experience of at least 6 years as an exemplary classroom practitioner • Involvement in school self-evaluation and development planning • Demonstrable experience of successful line management and staff development • Engagement with external providers with evidence of school improvement as a result
Skills and knowledge	<ul style="list-style-type: none"> • 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 school finances and financial management • Knowledge of change management and evidence of effective application • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Ability to build effective working relationships
Personal qualities	<ul style="list-style-type: none"> • 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 • 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 • Commitment to Trust wide working.

Notes:

This job description may be amended at any time in consultation with the postholder.

Line manager's signature:

Date:
