

Job Description	
Post Title:	Headteacher
Salary Scale/Range	Leadership Pay Range L24-38 (£83,081 - £117,067)
Hours	1 x FTE
Permanent/Fixed Term	Permanent
Post responsible to	Chief Executive Officer
<p>Job Purpose:</p> <ul style="list-style-type: none"> To lead, manage and develop all aspects of the school. To provide professional and creative leadership, which secures, in consultation with the Education Learning Trust (ELT) and Governing Body, the success and improvement of the school. To ensure the highest quality education for all students and to enhance standards of achievement. 	
<p>Key Accountabilities/Primary Responsibilities:</p> <p>Responsibility for Strategic Direction and Development</p> <ul style="list-style-type: none"> To the ELT and Governing Body. For external relationships. For leadership and management of staff. Leadership and management of teaching and learning. Responsibility for the management of the quality of provision. Responsibility for the management of resources. <p>Strategic Direction and Development:</p> <ul style="list-style-type: none"> Work in partnership with the ELT and Governing Body to provide a strong and effective leadership and vision for the school. Promote and develop a high quality of teaching leading to successful learning and achievement, which will enable each student to attain their full potential. Develop the school's existing relationships with local primary schools, post-sixteen providers, parents and carers, and the wider community. Ensure that the vision and the strategic direction of education focus has a holistic approach to learning which is broader than examination results and targets and recognises the school's role in developing responsible citizens and an effective workforce. In full consultation with staff and governors to review, modify as appropriate, and implement the School Improvement Plan and ensure that priorities and targets lead to high standards of student achievement. Ensure that the management, finance and administration of the school supports its vision and to keep under continual review the effectiveness of the school's policies, priorities and the process of self-evaluation. 	

- Work with the ELT and Governing Body to review appropriate and statutory policies and procedures and to ensure their implementation.
- Engender a sense of pride and purpose in the school which will contribute to its reputation and marketing.
- Ensure that a climate of pastoral care supports the achievement and wellbeing of students.
- Develop and foster an effective partnership with parents, carers and the local community which contributes to the students' learning and development.

Responsibilities to the ELT and Governing Body:

- Create an effective open working relationship with the ELT and Governing Body.
- Work in partnership with governors to review the Quality Assurance processes and that they are involved in the educational decision making within the school.
- Maintain a framework that will keep governors fully informed of, and involved in, all aspects of school life, ensuring their continued support.
- Keep governors and ELT informed of the strategic planning of the school so they can review and evaluate annual plans.

Responsibilities for External Relationships:

- Ensure that the character and reputation of the school are held in high esteem.
- Ensure that the achievements of the school, and its staff and students, are publicly recognised and celebrated.
- The school as an integral part of the local community responding to its needs and aspirations.
- Ensure that the school is appropriately represented at all relevant community activities.
- Ensure parents and carers are kept well informed about school life, curriculum opportunities and students' attainment and progress.
- Recognise parents, carers and students as partners in the educational process.
- Work positively and inclusively with colleagues and stakeholders so that the Trust provides a workplace and delivers services in line with the Equality Act 2010.

Responsibilities for Leadership and Management of Staff:

- Lead, motivate, support, challenge and develop all staff to secure a climate of continuous improvement for all.
- Demonstrate, by their actions, concern for people within the organisation and the relationships that exist between them.
- Manage the existing system by which staff performance is monitored both on a collective and individual basis, against agreed targets. Motivate and allow all staff to develop expertise in their respective roles through continual and high quality professional development.
- Ensure that the professional duties of staff are carried out as detailed in their Terms and Conditions.
- Devise appropriate methods of ensuring that staff are involved in a continual process of personal and professional development.
- Give guidance and support to all staff as needed.
- Encourage staff to have the highest expectations of themselves and of students.
- Monitor and evaluate the quality of education for students, including those with special educational and linguistic needs, to further support their achievements.

- Ensure that effective working relationships are formed between all staff and between staff and students.
- Promote equality of opportunity to ensure that diversity is valued.

Responsibilities for Management of Quality of Provision:

- Create and maintain an environment which promotes and secures effective learning, high standards of achievement and good behaviour and discipline.
- Ensure that each student is offered a full range of related experiences in accordance with the statutory curriculum.
- Implement, continually monitor, evaluate and review the quality of education in order to identify areas for improvement and set appropriate targets for the school and individual students.
- Monitor and evaluate the performance of the school using internal and external benchmarking.
- Ensure that the educational experiences offered to each student are of the highest quality and promote the school's policy of equality of opportunity.
- Continue to promote respect and understanding of diverse cultures, languages, ethnic and faith groups in school provision.
- Promote excellence in teaching and learning.
- Develop and implement effective Quality Assurance processes which inform future priorities and developments.

Responsibilities for Management of Resources:

- Deploy staff and resources, within the constraints of available resources, efficiently and effectively in line with the objectives of the School Improvement Plan.
- Ensure that finances are used to provide a stimulating and innovative learning environment which promotes the highest possible quality of education.
- Ensure that there is adequate business and administration support to ensure the smooth and efficient functioning of the school.
- Manage and organise accommodation efficiently and effectively to meet the needs of the curriculum and the requirements of health and safety.

Accountability:

- Create an effective open working relationship with the ELT and Governing Body. Through this relationship, provide the necessary advice and support to secure effective teaching and learning, improved standards of achievement.
- Create a climate within the school in which all staff recognise that they are individually and collectively accountable for the success of the school.
- Work positively and inclusively with colleagues and stakeholders to deliver services that ensure equality for all.
- Fulfil responsibilities with regard to ELT policies and procedures, e.g. health, safety and wellbeing and emergency procedures.
- Work flexibly in the interests of the school. This may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities. Where this occurs there will be consultation with the employee and any necessary personal development will be taken into account.

Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to fulfil the role of Headteacher are kept up to date, including attending any training course relevant to the post to ensure continuing personal and professional development.
- Be a professional role model, and understand and promote the aims and the values of the Education Learning Trust.

Safeguarding and Promoting the Welfare of Children and Young People

- The Headteacher is required to adhere to the statutory guidance 'Keeping Children Safe in Education' and follow all of the Trust's policies and procedures in relation to safeguarding.
- The Headteacher must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety, or wellbeing of children or young people.

Data Protection & Confidentiality

- The Headteacher is expected to comply with the provisions of GDPR and the Data Protection Act 2018, and follow all of the Trust's information governance policies and procedures at all times.
- Any information the jobholder has access to, or is responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person, or third party without observing the correct procedure for disclosure as set out in the Trust's Data Protection Policy. Nothing shall prevent the jobholder from disclosing information that they are entitled to disclose under the Public Interest Disclosure Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of that Act/s.

Equality and Diversity

- The Headteacher is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.
- The Trust are committed to fulfilling their Equality Duty obligations, including valuing equality and diversity and we expect all employees to share this commitment.

Health and Safety

- The Headteacher has a duty to take care of their own health and safety and that of others who may be affected by their actions at work.
- The Headteacher must cooperate with the Trust as their employer, and co-workers to help everyone meet their legal requirements and follow the Trust's health and safety policies and procedures at all times.

This job description is reviewed on a regular basis at the time of the annual performance review to ensure it accurately reflects the role being undertaken.

Staff Member Name	
Signature	
Date	
Manager Name	
Signature	
Date	

The particular duties assigned to this post are set out above but should not be regarded as exclusive, or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required. These duties may be reviewed and amended in consultation with the post holder in light of any changes in the requirements and priorities within the Trust/School. Such variations are a common occurrence and cannot of themselves justify a re-evaluation of the post.