

Headteacher Job Description

The Milford Academy

Salary Range: Leadership Scale (L18 – L22)

Responsible to: Board of Trustees



Role of the Headteacher

The Headteacher is the leading professional and role model for The Milford Academy community, setting the tone for a culture of excellence, inclusion and ambition.

Working in close partnership with the Board of Trustees, the Headteacher will provide clear strategic leadership to secure high-quality teaching, strong pupil outcomes and a positive, inclusive educational experience for all.

As a stand-alone academy, Milford has both the autonomy and responsibility to shape its own direction. The Headteacher will work with Trustees and senior leaders to use this independence effectively—making informed, strategic decisions that ensure long-term educational and organisational success. The Headteacher will also fulfil the statutory role of Accounting Officer for the Trust.

The Headteacher will meet the expectations set out in the *Headteachers' Standards (2020)* and fulfil the responsibilities outlined in the *School Teachers' Pay and Conditions Document*.

Key Relationships

The Headteacher will work closely with a range of internal and external stakeholders, including:

- **Board of Trustees** – providing strategic leadership, accountability and working in partnership to shape the direction of the academy
- **Chair of Trustees** – maintaining a strong, professional relationship to ensure effective support and challenge
- **School Business Manager** – working in close partnership to oversee financial management, HR, health and safety, compliance and operational effectiveness
- **Senior Leadership Team** – leading, developing and supporting senior leaders to deliver school improvement priorities
- **Teaching and Support Staff** – fostering a collaborative, high-performing culture focused on excellent outcomes for pupils
- **Pupils and Parents/Carers** – building strong, positive relationships that support learning, wellbeing and community engagement

- **External Partners** – including the Local Authority, NST, Ofsted, safeguarding partners, and other education or community organisations

In their role as **Accounting Officer**, the Headteacher will:

- Be personally responsible for the proper stewardship of public funds
- Ensure regularity, propriety and value for money in the use of resources
- Work closely with Trustees and the School Business Manager to maintain strong financial oversight, compliance and risk management

1. Strategic Leadership and School Development

- Work with the Board of Trustees to develop, articulate and deliver a clear vision and strategic direction for the academy
- Lead sustained school improvement, building on existing strengths and responding effectively to external evaluation, including Ofsted
- Translate strategic priorities into clear, measurable and achievable school improvement plans
- Foster a culture of high expectations, inclusion and continuous improvement for pupils and staff
- Ensure that school policies and practice are informed by national guidance, educational research and robust analysis of performance data
- Regularly evaluate the impact of strategies and adapt plans to secure continued progress

2. Teaching and Learning

- Maintain an uncompromising focus on high-quality teaching and learning across all phases, including Early Years
- Ensure the curriculum is ambitious, inclusive and responsive to the needs of all pupils
- Use assessment and performance data effectively to drive improvement and close gaps in attainment
- Support and challenge staff to deliver consistently strong teaching in core and foundation subjects
- Promote a culture of professional learning, innovation and reflective practice
- Work in partnership with parents and carers to support pupil achievement, wellbeing and engagement

3. Leading and Managing Staff

- Provide clear, visible and supportive leadership for all staff
- Build and sustain a collaborative, high-performing staff culture
- Ensure robust performance management systems that support accountability and professional growth
- Develop leadership capacity across the school, including succession planning
- Promote staff wellbeing alongside high expectations
- Ensure safeguarding responsibilities are understood and consistently applied by all staff

4. Leadership of Resources and Operations

- Work in close partnership with the School Business Manager and Trustees to ensure effective financial planning, budget management and long-term sustainability
- Ensure that staffing structures and resource allocation align with school improvement priorities
- Maintain strategic oversight of HR, compliance, health and safety, and operational risk
- Ensure that systems and processes support efficient and effective school operations
- Oversee the management and development of the school site, facilities and learning environment

5. Accountability and Governance

- Provide clear, accurate and timely information to the Board of Trustees to support effective governance
- Establish strong, professional relationships with Trustees, ensuring appropriate support and challenge
- Ensure the academy meets all statutory and regulatory requirements
- Lead inspection readiness and engagement with external bodies, including Ofsted
- Promote transparency, integrity and accountability in all aspects of leadership

6. School Environment, Safeguarding and Community

- Ensure a safe, secure and well-maintained school environment
- Promote a strong safeguarding culture where pupil welfare is central to all decision-making

- Ensure full compliance with safeguarding, child protection, and health and safety requirements
- Build strong relationships with parents, carers and the wider community
- Represent the school positively within the local area and beyond

