

The Misbourne Headteacher - Job Description

Post title:	Headteacher
Academy:	The Misbourne
Pay range:	Leadership Pay range L29 – L34
Line manager:	Trustee Board

Job description

Core purpose:

- Establish and sustain the Misbourne's ethos and strategic direction in partnership with the Trustee Board and through consultation with the Misbourne community
 - Create a culture where students experience a positive and enriching academy life
 - Uphold ambitious educational standards which prepare students from all backgrounds for their next phase of education and life
 - Promote positive and respectful relationships across the Misbourne community and a safe, orderly and inclusive environment
 - Ensure a culture of high staff professionalism and hold all staff to account for their professional conduct and practice.
 - Take overall responsibility for the organisation, management and conduct of the Academy in accordance with the Trust's Articles of Association and policies and in consultation with the Trustee Board and its scheme of delegation.
 - Ensure equality, safety and respect is central to the aims of the Academy
 - Demonstrate consistently high standards of principled and professional conduct.
 - Uphold and demonstrate the Seven Principles of Public Life (the Nolan principles), and support the Trustee Board in ensuring that this impacts on all aspects of the Academy decision-making processes.
 - Keep students safe and support the Trustee Board to implement and oversee the highest possible standards of child protection, Prevent strategies and safeguarding throughout the Academy.
 - Create an outward-facing Academy to work with other schools, academies, organisations and partners to champion best practice
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Teaching and Learning

- Establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how students learn
- Ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains
- Ensure effective use is made of formative assessment

- Ensure a broad, structured and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught
- Establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional networks and communities
- Ensure valid, reliable and proportionate approaches are used when assessing students' knowledge and understanding of the curriculum

Behaviour

- Establish and sustain high expectations of behaviour for all students, built upon relationships, rules and routines, which are understood clearly by all staff and students
- Ensure high standards of pupil behaviour and courteous conduct in accordance with the Misbourne's behaviour policy
- Implement consistent, fair and respectful approaches to managing behaviour
- Ensure that adults within the Misbourne model and teach good behaviour

Additional and special educational needs and disabilities

- Ensure the school holds ambitious expectations for all students with additional and special educational needs and disabilities
- Establish and sustain culture and practices that enable students to access the curriculum and learn effectively
- Ensure the school works effectively in partnership with families, carers and professionals, to identify the additional needs and special educational needs and disabilities of students, providing support and adaptation where appropriate
- Ensure the school fulfils its statutory duties with regard to the SEND code of practice

Professional development

- Ensure staff have access to high-quality, sustained professional development opportunities, aligned to balance the priorities of whole-school improvement, team and individual needs
- Prioritise the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with the approaches laid out in the standard for teachers' professional development
- Ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it, including nationally recognised career and professional frameworks and programmes to build capacity and support succession planning

Organisational management

- Ensure the protection and safety of students and staff through effective approaches to safeguarding as part of the duty of care
- Prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds
- Ensure staff are deployed and managed well with due attention paid to workload
- Establish and oversee systems, processes and policies that enable the Academy to operate effectively and efficiently
- Ensure rigorous approaches to identifying, managing and mitigating risk

Continuous academy improvement

- Make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit Academy effectiveness, and identify priority areas for improvement
- Develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the Misbourne's context
- Ensure careful and effective implementation of improvement strategies, which lead to sustained Academy improvement over time

Working in partnership

- Forge constructive relationships beyond the Misbourne, working in partnership with families, carers and the local community
- Commit the Misbourne to work successfully with other schools/academies and organisations in a climate of mutual challenge and support
- Establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all students

Governance and accountability

- Establish and sustain professional working relationship with the Trustee Board, to ensure effective governance of the Academy, and the discharge of the Trustee Board's responsibilities.
- Ensure that staff know and understand their professional responsibilities and are held to account
- Ensure the Misbourne effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties

Undertake other duties and responsibilities as is reasonably directed by the Trustee Board.
