

Job Description – Headteacher

Post holder:

Salary scale: Group 3 Leadership Scale School (L11 - 24)

General duties:

To provide transformational leadership. To uphold the mission, values and vision for both the school and Veritas Multi Academy Trust. To ensure the education and welfare of children is in accordance with the requirements and conditions of Veritas Multi Academy Trust's *Pay and Conditions Document*, having due regard to the requirements of the policies and procedures of the school and Veritas Multi Academy Trust.

Status of the post

This is a senior leadership post within the school's staffing structure. The postholder is accountable to the trust CEO and responsible for ensuring high quality education.

Main purpose of the post

The main purpose of the role is to provide transformative leadership across the school and community served. Through their leadership, the headteacher will ensure high quality teaching and learning. The postholder will uphold the Headteachers National Standards of Excellence (DfE 2020)

Professional Responsibilities

The postholder will be required to exercise their professional skills and judgment to carry out, in a collaborative manner, the professional duties set out below:

The Headteacher will:

- Lead, uphold and ensure our mission, values and vision is apparent in everything we do
- Ensure that the health and safety and wellbeing of all individuals is central to the leadership and culture of the school and trust
- To ensure adherence to safeguarding and Keeping Children Safe in Education 2024
- To undertake the role and responsibilities of Designated Safeguarding Lead
- Ensure that all statutory compliance measures are met
- Work with the Trust Business Manager and Central Team to ensure that the agreed budget is effectively managed to support high quality teaching and learning
- Work with the Governance Professional to ensure high quality and effective governance is in place
- Undertake self-evaluation to inform the annual School Improvement Plan

- Develop, monitor, evaluate and review school policies, practices and plans using national, school and inspection data to inform decision making

Teaching and Learning

The Headteacher will work with the CEO and the Local Academy Committee to create and maintain a culture and environment that promotes and secures high quality teaching, effective learning, high standards of learning, progress and good behaviour.

The Headteacher will:

- Ensure effective leadership is in place to ensure high-quality teaching across all subjects
- Identify any areas of weakness in teaching and implement, monitor and review interventions to improve these areas, as well as teaching and learning across the school
- Ensure the school's assessment system is fit for purpose and provides teachers with useful information about pupils
- Identify areas where staff may benefit from sharing good practice or accessing support from other schools in the trust
- Embed a culture of coaching
- Monitor the outcomes of pupils and draw out any patterns of underperformance in key groups of pupils, such as disadvantaged pupils or pupils with special educational needs
- Ensure standards of behaviour are high to foster an environment in which learning can thrive
- Ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities
- Provide clear educational direction for the school, ensuring all staff recognise their accountability for the success of the school
- Contribute to the establishment and maintenance of policies which promote effective professional practice and define curriculum content
- Establish a learning culture which promotes innovation, inclusion and creativity in delivery of the curriculum and monitor and evaluate its implementation
- Embed a culture of continuous professional development and learning
- Create and maintain high quality partnerships with parents and stakeholders to ensure delivery of the highest quality education outcomes

Leading and Managing Staff

The Headteacher will:

- Lead and promote the development of our people in line with the trust's People Development Policy
- Embed a culture of professional learning, research and evidence informed practice

- Undertake line management ensuring colleagues are effectively monitored and supported to deliver on their agreed priorities
- Support and challenge staff, dealing with underperformance effectively while making sure staff are given the support to do their jobs well
- Support the development and implementation of trust and school policies
- Support the recruitment and induction of teaching and non-teaching staff
- Identify areas of progression and promotion for staff that support succession planning for the school
- Plan, allocate, support and evaluate the work undertaken by all staff as groups, teams and individuals across the school

Efficient and Effective Deployment of Staff and Resources

Working with the CEO, the Headteacher will ensure the effective and efficient deployment of people and resources to meet agreed improvement priorities

The Headteacher will:

- Ensure that risk is appropriately managed and communicated
- Ensure value for money in any delegated financial responsibilities for purchasing and procurement
- Ensure the efficient and effective use of school resources
- Ensure that all new appointments are approved and align with agreed budget
- Ensure effective use of school estate to meet agreed priorities

Communication

The Headteacher will:

- Ensure high quality communication with children, staff, parents, carers and all stakeholders
- Produce reports for the Local Academy Committee about educational performance of the school, enabling them to provide support and challenge
- Attend Local Academy Committee and by invitation other trust Committees

Budget Accountability

Head Teachers are responsible for ensuring that the agreed School budget is implemented and monitored

To Whom Responsible:

Trust CEO.

This job description may be amended at any time after discussion with you, but in any case, will be reviewed during the annual review cycle.

Signed: Date:

Signed: CEO

Please note that this is illustrative of the role's general nature and level of responsibility. It is not a comprehensive list of all tasks expected to be carried out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the CEO. This Job Description has been informed by the [Headteachers' Standards](#)