



Job Description Headteacher

Purpose	<ul style="list-style-type: none"> • To provide inspirational, professional leadership of the learning and development of staff and learners. • To ensure high-quality outcomes and a high-quality welfare provision for the learners at the school. • To promote a ‘believe and succeed’ culture with a ‘can-do’ attitude in a caring environment which will allow every learner to succeed and build confidence for life. • To contribute to the Wessex Learning Trust’s leadership group. • To carry out professional duties in accordance with the Teachers’ Pay and Conditions document and adhere to and deliver the Headteacher Standards 2020.
Reporting to	<ul style="list-style-type: none"> • The Wessex Learning Trust Deputy Chief Executive and the Local Partnership Board. • The Headteacher is accountable to the Executive Leadership Team (ELT) of the Wessex Learning Trust, Local Partnership Board and the Wessex Learning Trust Board for the standards achieved, conduct, management and operations of the academy.

Key Responsibilities	<p>Provide vision and transformational leadership to ensure that the academy is managed and organised to meet its aims and targets.</p> <ul style="list-style-type: none"> • Work with the Deputy Chief Executive and ELT to develop the strategic view and direction of the School and Pre School (together the academy) and to maintain an ethos which enables secure and effective teaching and progress for all learners irrespective of their background, abilities or aptitudes. • Work with the Deputy Chief Executive and ELT to effectively manage the resources of the Academy. • Evaluate performance and identify priorities for continuous improvement. • Carry out the day-to-day management, organisation and operational management of the academy. • Create a safe and productive environment within the academy, ensuring effective safeguarding procedures are in place, in line with policy and that the safeguarding of children is the highest priority. • Ensure excellent outcomes and high-quality welfare provision for children. • Promote a culture and code of behaviour which is caring and sensitive to needs, allowing every learner to achieve to the best of their ability.
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Leadership and Management

- Provide leadership which will inspire, motivate, challenge and support all staff employed at the academy.
- Ensure a positive and caring ethos in the academy, through effective leadership and planning, which enables all learners and staff to maximise their abilities, ambitions and academic potential.
- Chair and lead the School Leadership Team (SLT).
- Ensure a culture of continuous improvement in learner achievement by keeping the curriculum, teaching, assessment, progress and reporting mechanisms under review and creating a high-quality, fully inclusive learning environment.
- Maintain a development plan for the academy which supports its vision, identifies agreed priority areas for improvement and is routinely used by staff to guide their actions and decisions.
- Ensure the academy is fully accountable to its stakeholders in all aspects of performance, by establishing clear lines of accountability.
- Ensure the aspirational culture is met through challenge and support where all learners can achieve success.
- Drive the effective creation and use of systems and standard operating procedures in all areas to ensure an efficient and effective service to stakeholders.
- Ensure the management of learner behaviour and wellbeing is consistent and supportive; that policies and procedures are robust and where learner progress is encouraged through effective support, praise, care and recognition of success.
- Promote learner wellbeing and care structures.
- Promote learner participation, character strength and development.
- Ensure that the academy continues to build its profile locally, regionally and nationally through effective marketing and collaborative partnerships, so that it continues to be a popular choice with a clearly defined set of values which puts the learner at the heart of all that it does.

Developing Staff

- To maintain and enhance staff morale and wellbeing.
- To ensure staff are well managed, supported and developed through effective appraisal procedures and a self-improving process of professional development.
- Provide opportunities for all staff to develop their professional skills as an aid to improving performance and learner achievement.
- Encourage staff to develop and exercise leadership skills which will benefit the curriculum, learner achievement and performance of the academy.
- Work with leaders across the Wessex Learning Trust to share knowledge and good practice between academies.

Teaching and Learning and the Curriculum

- Ensure teaching and learning throughout the academy is of the highest standard to ensure outstanding achievement for all.
- Demonstrate and articulate high expectations and set challenging targets for the academy's teaching staff and learners.
- Within financial resources, ensure a curriculum is provided for all learners which will meet needs securing their future progress.
- Monitor the effectiveness of the curriculum and pursue areas for improvement, taking account of national, local and school data plus inspection and research findings.
- Monitor the quality of teaching and learning both individually and by curriculum area to ensure quality of provision.
- Ensure that the curriculum is providing for the intellectual, spiritual, moral, cultural, physical, social, creative and emotional wellbeing of learners.

- Ensure that all learners are correctly identified according to the SEND Code of Practice and provided with the appropriate level of support.
- Maintain an environment and code of behaviour which promotes and secures good teaching, effective learning, high standards of achievement, good behaviour and discipline.
- Support extended learning opportunities through enrichment activities and extra-curricular provision.
- Participate, to such an extent as may be appropriate, in the teaching of learners in the academy including the provision of cover for absent teachers.

Management of Resources

- Ensure the academy is compliant with health and safety and safeguarding regulations.
- Work closely with the SLT, the Deputy Chief Executive, ELT and the Partnership Board on the resource allocation and compliance schedule for the academy, including the development and agreement of an annual budget.
- Ensure the day-to-day efficient and effective use of resources.
- Ensure the day-to-day efficient and effective deployment and management of the staff of the academy in order to achieve objectives as outlined in the academy improvement plan (AIP) and within budgeted resources.
- Ensure accurate and timely management of preschool charges through childcare vouchers, grants or parent / carer invoicing.
- Take the lead role in the selection and recruitment of teaching and support staff, seeking to ensure the best available people are appointed.
- Foster and maintain relationships with organisations representing teachers and support staff.
- Within financial resources ensure the buildings and facilities meet the needs of the learners and staff and are of the highest standard of safety, cleanliness and repair.
- Work with the Wessex Learning Trust central services team to obtain funding for prioritised long term capital improvements.
- Work with the Wessex Learning Trust central services team to manage the performance and value of external contractors.
- Explore and develop additional sources of income.

Stakeholders and the Community

- Build a culture and curriculum which take account of the richness and diversity of the academy's community.
- Maintain a positive dialogue with parents/carers which allows learners to be supported educationally at home and parents/carers to engage constructively with staff.
- Secure the commitment of all parents/carers, especially the hard-to-reach parents and the wider community to the vision of the academy.
- Collaborate with other agencies in providing academic, spiritual, moral, social, emotional and cultural wellbeing for all learners and their families.
- Act at all times as an ambassador for the academy in a manner that upholds its vision and values.

Accountability

- Be accountable for every aspect of day-to-day management in the academy.
- Support the long-term development of the academy with the Deputy Chief Executive and ELT.
- Be accountable to the Local Partnership Board and the Wessex Learning Trust.
- Translate the academy's and Wessex Learning Trust's vision into an AIP with agreed prioritised objectives and operational plans with timelines, which will promote and sustain further improvement.

- Inspire a culture which enables everyone to work together, be confident in themselves, share knowledge, understanding, celebrate success and accept accountability for outcomes and results.
- Develop opportunities for learners to share in the decision-making processes of the academy, thus developing ownership and responsibility for their own future.
- Develop and use sound and effective systems of communication within the academy, within the Wessex Learning Trust and between member academies, parents/carers, community and other external organisations.
- Present an accurate account of the academy's performance in a form appropriate to a range of audiences including the Wessex Learning Trust, parents/carers, community, Local Partnership Board, Ofsted and others.

The Academy recognises that the following skills are required for this post:

Leading

- Holding people accountable: the drive, resilience and ability to set clear expectations and parameters and manage the performance of staff across the academy.
- Leading people: the drive and ability to provide clear direction to learners and staff, and to enthuse and motivate them.
- Flexibility: the ability and willingness to adapt to the needs of a situation and change tactics.
- Passion for learning: the drive and ability to support children in their learning, and to help them become confident, independent, aspirational learners.
- Wessex Learning Trust contribution: ability and willingness to contribute to the wider Wessex family, to lead projects and take whole Wessex Learning Trust responsibilities.

Relating to others

- Impact and influence: the ability and the drive to produce positive outcomes by impressing and influencing others.
- Building relationships: the ability to develop and manage empathetic relationships with the whole school community to achieve the best learning environment for children.
- Team working: the ability to work with others to achieve shared goals and the ability to work with other headteachers and leaders in the Wessex Learning Trust.
- Understanding others: the drive and ability to understand others, and why they behave as they do.

Developing people

- Encourage staff to work together and share expertise within and across teams, including teams in the Wessex Learning Trust.
- Use coaching skills to help staff achieve their potential or to help them access relevant coaching support.

Reflecting

- Reflect on personal and professional development.
- Use feedback from all levels of the academy to help improve the way you lead, manage and develop staff.
- Be aware of your own skills of self-management as regards time and prioritising workload.

Inspiring

- Be able to inspire staff and pupils with the highest standards and expectations.

	<p>The Wessex Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff working within the Trust are expected to share a commitment to doing this. You will be expected to follow and promote the procedures in the child protection and safeguarding policy and report any concerns in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children and young people gives cause for concern the Trust’s child protection procedures will be followed alongside implementation of the Trust disciplinary procedures.</p>
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<p>Additional duties and Information</p>	<ul style="list-style-type: none"> • All Executive Headteachers, Headteachers, Deputy Headteachers, Heads of School and leaders in the Wessex Learning Trust are expected to contribute to the overall greater good of the Wessex Learning Trust. This may involve specific activities at certain times as directed by the Chief Executive and ELT. • All Wessex Learning Trust Executive Headteachers, Headteachers, Deputy Headteachers and nominated Heads of School attend and serve on the Wessex Learning Trust Management Group. • Ensure the aims, priorities and policies of the Trust are adhered to. • Act as a positive representative of the Trust and its learners in all circumstances and at all times. • Whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks undertaken will necessarily have been identified. • Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers and to maintain a professional standard of demeanour and dress. • Attending relevant meetings, as required. • Participating in training and other learning activities and performance development, as required. • This job description is current as at the date shown, and whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks undertaken will necessarily have been identified. The job description will be reviewed annually as part of the appraisal process or at other appropriate times as determined by the Trust.
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Signature (employee):	
Date:	
Signature (line manager):	
Date:	