

## Job Description

**Salary:** L18-L24

**Contract type:** Full Time Permanent

**Reporting to:** Board of Governors and CEO

**Responsible for:** Leadership of Webheath Academy Primary School, within the Shires MAT

### Main purpose

#### The headteacher will:

- Ensure a culture of effective safeguarding within the school, providing a safe, secure environment where all pupils can thrive.
- Establish and sustain the school's ethos and strategic direction together with the governing board and through consultation with the school community, supported by the CEO.
- Establish and oversee systems, processes and policies so the school can operate effectively.
- Identify problems and barriers to school effectiveness and develop strategies for school improvement that are realistic, timely and suited to the school's context.
- Make sure these school improvement strategies are implemented effectively.
- Monitor progress towards achieving the school's aims and objectives.
- Allocate financial resources appropriately, efficiently and effectively working within a dedicated school budget, supported by a dedicated finance manager and central Team.
- Ensure effective, collaborative relationships contribute to rapid progress within the school.
- Contribute as required, to wider Trust priorities in collaboration with other Trust senior leaders.

### Qualities

#### The headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct.
- Uphold and demonstrate the Seven principles of Public Life.
- Build positive and respectful relationships across the school community.
- Serve in the best interests of the school's pupils and promote wellbeing across the workforce.
- Engage in positive and proactive relationships to ensure the success of the Shires MAT.

### Duties and responsibilities

#### *School culture and behaviour*

#### The headteacher will:

- Create a culture where pupils experience a positive and enriching school life and make the most of opportunities presented.





- Uphold educational standards to prepare pupils from all backgrounds for their next phase of education and life.
- Ensure a culture of staff professionalism.
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school.
- Use supportive, consistent and fair approaches to managing behaviour, in line with the school's behaviour policy
- Ensure a culture of high staff professionalism.
- Ensure all safeguarding systems and processes are robust and underpin an excellent provision.

## ***School Improvement***

### **The headteacher will:**

- Make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers that limit school effectiveness and identify priority areas for improvement.
- Develop appropriate evidence-informed strategies for improvement as part of well-targeted plans that are realistic, timely, appropriately sequenced and suited to the school's context.
- Ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time.
- Work effectively within the Trust school improvement team to ensure an evidence based, triangulated approach to school needs and strengths.

## ***Teaching, curriculum and assessment***

### **The headteacher will:**

- Establish and sustain high-quality teaching across all subjects and phases, using evidence-based research and practice.
- Ensure teaching is underpinned by subject expertise.
- Effectively use formative assessment to inform strategy and decisions.
- Ensure the teaching of a broad, structured and coherent curriculum that is well sequenced and clearly communicated to all stakeholders.
- Establish curriculum leadership, including phase and subject leaders with relevant expertise and access to professional networks and communities, providing them with challenge and opportunities for professional development and growth.
- Use valid, reliable and proportionate approaches to assessing pupils' knowledge and understanding of the curriculum.
- Ensure the use of evidence-informed approaches to reading so that all pupils can develop their reading (Including phonics).
- Ensure pupils experience a wide range of opportunities within and beyond the school curriculum to develop and promote ambition, confidence, cultural capital and belonging.
- Support alignment of provision within the MAT where pupil experiences and progress will be enhanced.



## ***Additional and special educational needs (SEN) and disabilities***

### **The headteacher will:**

- Promote a culture and practices that enables all pupils to access the curriculum and learn effectively.
- Have ambitious expectations for all pupils with SEN and disabilities.
- Make sure the school works effectively with parents, carers, professionals and Trust leads to identify additional needs and provide support and adaptation where appropriate.
- Make sure the school fulfils statutory duties regarding the SEND Code of Practice.

### ***Managing the school***

#### **The headteacher will:**

- Ensure staff and pupil safety and welfare through effective approaches to safeguarding, as part of duty of care.
- Manage staff well, with due attention to wellbeing and workload.
- Ensure rigorous approaches to identifying, managing and mitigating risk using Trust mechanisms to support compliance and the safety of all
- Work closely with the CEO, CFO and wider MAT team to ensure effective systems linked to site, catering, finance, risk management and contracts.

### ***Professional development***

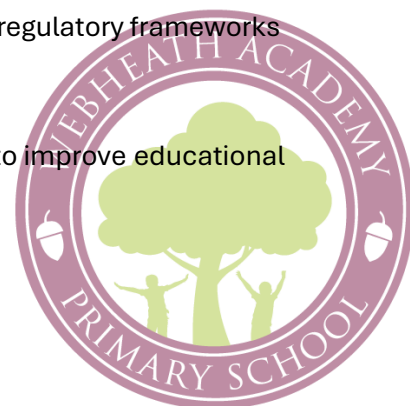
#### **The headteacher will:**

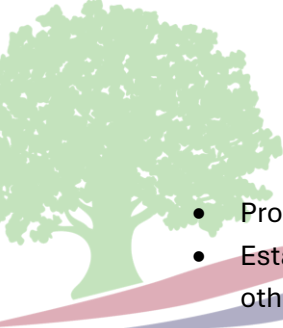
- Ensure staff have access to appropriate, high standard professional development opportunities linked to whole school, MAT, and individual priorities.
- Keep up to date with developments in education and model continual development to staff.
- Seek training and continuing professional development to meet needs and support further leadership 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.

### ***Governance, accountability and working in partnership***

#### **The headteacher will:**

- Understand and welcome the role of effective governance, including accepting responsibility and working as part of a governance structure including Local Governing Committees and the wider Trust Board.
- Ensure that staff understand their professional responsibilities and are held to account.
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties.
- Work successfully with other schools and organisations.
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all pupils.





# Shires

Multi Academy Trust

- Promote collaborations within the Trust.
- Establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils.

## ***Other areas of responsibility***

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the headteacher will carry out. The post holder may be required to do other duties appropriate to the level of the role.

Headteachers are a fundamental part of the Shires MAT leadership structure and are expected to support and contribute to MAT developments and priorities as part of that team.

