

Salary:	Leadership Scale
Responsible to:	Director of Primary Education (DoP) and the Local Governing Body (LGB)
Date of Job Description:	November 2022

Purpose of the Role:

- Employed by the Fylde Coast Academy Trust to lead and manage the school.
- Securing in consultation with the Director of Secondary Education, the Fylde Coast Academy Trust (FCAT) and the LGB a purposeful, positive and disciplined culture and ethos that ensures a safe and stable school population with strong progress and attainment for pupils. Thereby, ensuring a high quality education for all pupils.
- Ensuring the key elements of achievement, quality of teaching, behaviour, safeguarding and leadership are all of a very high standard ensuring an excellent local reputation and parent choice for the school remains high and over-subscribed.
- Working in association with the Director of Secondary Education to ensure staffing and resource management of the school is financially secure and operating effectively.

Main Tasks and Responsibilities

General Duties:

- To act in accordance with FCAT's policies and procedures.
- To act as a role model and work in accordance with the Trust values: pride, ambition, respect, resilience, integrity and excellence.
- To encourage and promote non-discriminatory behaviour and ensure equality and diversity is sustained within FCAT and our academies.

- To ensure compliance with the General Data Protection Regulations and maintain confidentiality in your working practices each day. To ensure compliance with FCAT's Health and Safety Policy at all times.
- To adhere to FCAT's Safeguarding policy and procedures to ensure that the duty of care for all staff, including yourself to protect children and young people is maintained.
- Any other tasks and responsibilities reasonably appropriate to this post and grade.
- To attend mandatory training and participate in performance development as required.
- To work in support of the Team FCAT Work and Wellbeing Charter.

Main responsibilities

- Lead the strategic development of the school with integrity and equity.
- Deliver the main priorities and areas for development.
- Support staff development and be responsible for the performance management of all staff.
- Provide up to date evaluations on the performance of the school to the local governing body and trust leadership team for challenge and support.
- Ensure an effective culture for safeguarding pupils is maintained.
- Build positive and productive relationships with parents and the wider community.

Main Duties

Accountable directly to and under the guidance of the Director of Secondary Education, the main duties of the Headteacher are:

1. Shaping the future – work with trust leaders and wider stakeholders to create a shared vision and strategic plan which inspires and motivates pupils, staff and members of the school community. This vision should express core educational values and a moral purpose that is inclusive of stakeholders' values and beliefs. The strategic planning process is critical to sustaining school improvement and ensuring that the school improves for the benefit of its pupils.

Actions

- Ensure the vision for the school is clearly articulated, shared, understood and acted upon effectively by all.
- Work within the school community to translate the vision into agreed objectives and operational plans which will promote and sustain school improvement.
- Demonstrate the vision and values in everyday work and practice.
- Motivate and work with others to create a shared culture and positive climate.
- Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence.
- Ensure that strategic planning takes account of the diversity, values and experience of the school and community at large.

2. Leading on the quality of teaching – The Headteacher will have central responsibility for raising the quality of education and for pupils' achievement. This requires the setting of high expectations and monitoring and evaluating the effectiveness of learning outcomes. A successful learning culture will support pupils to become effective, enthusiastic, independent learners, committed to life-long learning.

Actions

- Ensure a consistent and continuous school-wide focus on pupils' achievements, using data and benchmarks to evaluate the progress in every child's learning.
- Ensure that learning is at the centre of strategic planning and resource management.
- Establish creative, responsive and effective approaches to learning and teaching.
- Ensure a culture and ethos of equity where all pupils can achieve success and become engaged in their own learning.
- Demonstrate and articulate high expectations in setting goals for the whole school community.
- Implement strategies which secure high standards of behaviour and attendance.
- Determine, organise and implement a curriculum that meets the needs of all pupils.
- Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of pupils.

- Monitor, evaluate and review classroom practice and promote improvement strategies.
- Challenge underperformance, ensure effective support is provided and follow up actions.

3. Developing self and working with others – The Headteacher will build a professional learning community which enables others to achieve. Through performance management and effective continuing professional development practice, the Headteacher will support all staff to achieve high standards.

To equip themselves with the capacity to deal with the complexity of the role and the range of leadership skills and actions required of them, the Headteacher should be committed to their own continuing professional development.

Actions

- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture.
- Build a collaborative learning culture within the school and actively engage with our schools to build effective learning communities.
- Develop and maintain effective strategies and procedures for staff induction, professional development and performance review.
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and accountability for responsibilities.
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams.
- Develop and maintain a culture of high expectations for self and for others and take appropriate action when performance or conduct is unsatisfactory.
- Regularly review your own practice, set personal goals and take responsibility for your own personal development.
- Manage your workload and that of others to allow an appropriate work/life balance.

4. Managing the Organisation – The Headteacher will provide effective organisation and management of the school and seek ways of improving organisational structures and

functions based on effective self-evaluation. The Headteacher should ensure that the academy and the people and resources within it are structured and managed to provide an efficient, effective and safe learning environment. These management responsibilities imply the examination of the roles and responsibilities of those adults working in the school to build capacity across the workforce and ensure resources are deployed to achieve value for money. The Headteacher should also seek to build a successful organisation through effective collaboration with others and seeking and responding to information, advice and guidance from FCAT's centralised core services e.g. finance, HR, IT, governance, community relations, estates etc.

Actions

- Create an organisational structure which reflects the trust and school's values, and enables the management systems, structures and processes to work effectively in line with legal requirements.
- Produce and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities.
- Ensure that policies and practices take account of trust based, national and local circumstances, policies and initiatives.
- Manage the school's financial and human resources effectively and efficiently to achieve the school's educational goals and priorities.
- Recruit, retain and deploy staff appropriately and support them in managing their workload to achieve the vision and goals of the school.
- Implement successful performance management processes for all staff.
- Manage and organise the school environment efficiently and effectively to ensure that it meets the needs of the curriculum, health and safety regulations and other relevant legislation e.g. employment, financial.
- Ensure that the range, quality and use of all available resources is monitored, evaluated and reviewed to improve the quality of education for all students and provide value for money.
- Use and integrate a range of technologies effectively and efficiently to manage the school.

5. Securing Accountability – with values at the heart of their leadership and a commitment to FCAT core policies and procedures, the Headteacher will have a responsibility to the whole school community.

In carrying out this responsibility, the Headteacher is accountable to a wide range of groups, particularly pupils, parents/carers, local governors, the Fylde Coast Academy Trust and the Director of Secondary Education. They are accountable for ensuring that pupils enjoy and benefit from high quality education, for promoting collective responsibility within the whole academy community and for contributing to the education service more widely. The Headteacher is legally and contractually accountable to FCAT for the school, its environment and all its work.

Actions

- Fulfil commitments arising from contractual accountability.
- Develop a school ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes.
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- Work with the trust leadership team to enable the school to meet its responsibilities.
- Develop and present a coherent, understandable and accurate account of the school's performance to a range of audiences including the trust, local governors, parents/ carers.
- Reflect on personal contribution to school achievements and take account of feedback from others.

6. Strengthening Community - The Headteacher will commit to engaging with the internal and external school community to secure equity and entitlement. The Headteacher must collaborate with other FCAT academies and other local schools in order to share expertise and bring positive benefits to their own and other schools. They should work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all children. The Headteacher shall share

responsibility for leadership of the wider educational system and should be aware that school improvement and community development are interdependent.

Actions

- Build a school culture and curriculum which takes account of the richness and diversity of the school's communities.
- Create and promote positive strategies for challenging prejudice and discrimination, dealing with any harassment resulting from prejudiced or discriminatory behaviours.
- Ensure learning experiences for pupils are linked into and integrated with the wider community.
- Ensure a range of community-based learning experiences.
- Collaborate with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families.
- Create and maintain an effective partnership with parents and carers to support and improve pupils' achievement and personal development.
- Seek opportunities to invite carers, community figures, businesses or other organisations into the school to enhance and enrich the school and its value to the wider community.
- Contribute to the development of the education system by, for example, sharing effective practice, working in partnership with other FCAT academies and promoting innovative initiatives.
- Co-operate and work with relevant agencies to protect children.

7. Customer Care - To continually review, develop and improve systems, processes and services in support of the academy's pursuit of excellence in service delivery. To recognise the value of its people as a resource.

8. Valuing Diversity - To provide a supportive open environment where all employees have the opportunity to reach their full potential. To ensure that all stakeholders are encouraged to share in and reflect these values in their work and actions.