

## Job Description and Person Specification

<b>Role</b>	Headteacher
<b>Grade:</b>	Leadership Pay Range
<b>Department:</b>	Leadership
<b>Accountable to:</b>	CEO

### Position Overview

The role of the Headteacher is to leader the school through effective and inclusive management. They will successfully deliver the vision for the school and be the custodian of the school's ethos.

In fulfilment of all responsibilities and duties, the Headteacher should show a commitment to the ethos, aims and policies of the Flying High Trust, and strive to maintain these through personal conduct and effective relationships with colleagues and pupils.

### Main Duties

- Formulating the aims and objectives of the school.
- Monitoring performance and progress towards the schools aims and objectives.
- Demonstrating strong people management across the school.
- Assessing the needs of all pupils to ensure that their potential is reached.
- Responsibilities as required by the school capacity and priorities, aligned to quality and standards.
- Ensuring the values of the school are upheld in accordance with the policies of Flying High Trust, the governing body and the school's values and ethos.

### Duties and Responsibilities

#### Strategic Leadership

- Drawing on experience and best practice, work together with the Governing Body, Senior Management Team and Director of School Improvement and Quality Assurance, to build a strong strategic direction and on-going school development plan.
- Maintain and further develop the school's ethos and provide educational vision and direction for the school which secures: effective teaching, successful learning and outstanding pupil achievement, sustainable high standards in pupil's spiritual, moral, cultural, social and physical development, preparing them for life's opportunities and experiences.
- Implement the school's development plan, including school improvement, business and finance.
- Identify priorities and targets that support high standards, enabling pupils to make progress and maximise achievement.
- Support continuous improvement in teachers effectiveness and secures continuing school improvement.
- Is underpinned by sound financial planning and business processes and systems
- Ensure all those involved in the school are committed to its aims, are motivated to achieve them and involved in setting and meeting the long, medium and short term objectives and targets which will secure the educational success of the school.

- Ensure the management, finances, organisation and administration of the school support its vision and aims.
- Ensure policies and practices take account of nation, local and school data and inspection and research finding are reflect best practice.
- Monitor, evaluate and review the effects of the schools policies, priorities and targets and take action as necessary.
- Ensure that the school plays an active role in the development of FHT, supporting the ongoing growth and impact of the organisation.
- Ensure the ethos, vision, values and principles of the FHT are reflected in those of the school.

### **Teaching and Learning**

- Work with the Governing Body and Senior Management Team to develop and sustain effective teaching and learning through the school.
- Use benchmarks and evidence based best practice t set targets for service delivery and improvement.
- Create and maintain an environment which promotes and secures outstanding teaching, effective learning and high standards of achievement, behaviour and a passion for learning.
- Work with the Governing Body and Senior Management Team to determine, organised and implement the curriculum and its assessment; routinely monitoring and evaluating in order to identify and share good practice and act on areas for improvement.
- Ensure effective teaching is evidenced across the full curriculum with a comprehensive programme of monitoring in place.
- Monitor and evaluate the quality of teaching and standards of learning and achievement of ALL pupils across the school, including those with special needs or identified as a priority area for the region, in order to set and meet challenging, realistic targets for achievement.
- Develop and maintain effective links with the wider educational and local community, including business and industry, to extend the curriculum and enhance teaching and learning.
- Maintain and further develop the school's effective partnership with parents/carers and the wider community to support and improve pupils' achievement, personal development and the closing of attainment gaps in specific groups.

### **Leadership**

- Maximise the contribution of staff to improving the quality of education provided and standards achieved and ensure effective working relationships are in place throughout the school.
- Plan, allocate, support and evaluate the work of teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities.
- Implement and sustain effective systems for management of staff performance, incorporating appraisal and targets, ensuring those for classroom staff relate to pupil achievement.
- Motivate and enable ALL staff to develop expertise in their respective roles through high-quality continuous professional development.
- Identify and nurture talent to enable effective leadership development and succession planning.
- Sustain motivation of self and other staff.

- Ensure professional duties are fulfilled, as specified in the Terms and Conditions of Service of Teachers, including those for the Headteacher.
- Lead by example, demonstrate and ensure the continuous commitment by all staff to help keep the children and young people in the care of the school safe.

### **Resource Management**

- Work with the governing Body and Senior Management Team to recruit staff of the highest quality, complying at all times with best and safer recruitment practice.
- Work with the Senior Management Team to deploy all staff effectively in order to ensure the highest quality of education provided.
- Set appropriate priorities for expenditure, allocating funds and ensuring effective administration and control in line with the school's policies and Standing Financial Instructions.
- Working closely with the School Business Manager/Office Manager and Site Manager, manage and organise accommodation efficiently and effectively to ensure the needs of the curriculum and health and safety regulations are met at all times.
- Manage, monitor and review the range, quality, quantity and use of all available resources in order to maximise the quality of education and pupil achievement, ensuring at all times a focus on efficiency and value for money.
- Work with the CEO and Direction of School Improvement supporting the strategic plan and growth of the school and Trust with effective planning for the maintenance and development of the school estate.

### **Accountability**

- Provide information, objective advice and support to the Governing Body in meetings its responsibilities for securing effective teaching and learning and the highest standards of achievement, efficiency and value for money.
- Ensure the school operates as an organisation in which all staff recognise that they are accountable for its success and are clear as to how they contribute to this.
- Present a coherent and accurate account of the school's performance in a form appropriate to a range of audiences, including the Governing Body, pupils, parents/carers, FHT, the local community, OFSTED and others.
- Ensure pupils and parents/carers are well informed about the curriculum attainment and progress and about the contribution they make to the school's achievements.
- Ensure accurate and up-to-date records are compiled, maintained and audited to satisfy legal, operational and strategic governance requirements including those relating to safeguarding.

### **Other duties and responsibilities**

- To work within the framework of national legislation and in accordance with the provisions of the School Teachers Pay and Conditions Document.
- In addition, the post is subject to compliance with: school policies and guidelines on the curriculum and school organisation, school policies and procedures on other matters, FHT policies and procedures, Nation Professional Standards for Teacher, The Conditions of Service for School Teachers in England and Wales and with any locally agreed conditions of employment, common core of skills and knowledge for the children's workforce, all teachers

have a responsibility for providing and safeguarding the welfare of children and young person's they are responsible for or come into contact with.

### General Duties

- Be a positive influence on the climate and culture of the Flying High Partnership and be a positive example at all times.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, copyright etc. reporting all concerns to the Headteacher.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall aims of the Flying High Partnership by engaging as an active member of the Partnership.
- Engage with professional networks across the Trust, contributing to Trust-wide developments, where appropriate.
- Specific responsibilities will be assigned by the Headteacher based on the priorities and capacity of the school, aligned to quality and standards.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Be a flexible and supportive member of the team.
- To perform any other task under the reasonable direction of the Head Teacher.

The duties and responsibilities detailed with this job description will be supplemented by the accountabilities, roles and responsibilities as set out within the School Teachers Pay and Conditions Document.

As the Trust grows, and the nature of Primary Education Leadership evolves, it is likely that the postholder's role will evolve to reflect this and this job description will be reviewed annually by the CEO and the Chair of Governors/Trust to ensure it reflect the changing role.

### Skills and Experience Required:

The following requirements will be assessed through either the Application Form (AF), during the Interview (I) or as part of an Assessment (AST).

Criteria	Essential	Desirable
<b>Qualifications &amp; Training</b>		
Qualified Teacher Status	AF	
National Professional Qualification for Senior Leadership		AF
National Professional Qualification for Headship		AF
Degree or equivalent	AF	
Other professional Development in preparation for a leadership role	AF	
Designated Safeguarding Training		AF
<b>Experience</b>		
Proven successful experience in a leadership role e.g. as a Headteacher, Interim Headteacher or Deputy/Assistant Headteacher.	AF/ I	
Substantial senior leadership and management experience.	AF/I	
Evidence of managing or making a substantial contribution to the effective management of change.	AF/I	
Evidence of successful implementation of strategies to improve teaching and learning to raise the standards of achievement for all pupils.	AF/I	
Evidence of effective teaching, assessment and target setting.	AF/I	
Evidence of successful improvement planning across all sectors of the school.	AF/I	
Evidence of working with parents and the community as partners in learning.	AF/I	
Evidence of working with pupils across the age range.	AF/I	
Experience of working in collaboration with other schools to realise improvement and raise standards.		AF/I
Experience of working effectively with Governors.		AF/I
Experience of leading an academy within a multi academy trust.		AF/I
Experience of membership of developing and developing CPD or research within teaching school alliance		AF/I
A track record of successful school to school support	AF/I	
<b>Knowledge and understanding of:</b>		
Developing further systems for school self-evaluation, effective monitoring and inspection.	AF/ I/AST	
Developing and implementing strategies for school improvement, including data analysis, target setting and strategies for improving the quality of teaching and learning for all pupils.	AF/I	
Strategies to motivate and engage pupils to maximise learning opportunities and outcomes.	AF/I	
Performance management and managing effective professional development.	AF/I/AST	

Managing the Performance Related Pay process	AF/I	
National and local priorities.	AF/I	
Effective use of ICT to support teaching and learning.	AF/I	
How to promote inclusion and implement equal opportunities for all.	AF/I	
Management of pupils' behaviour and attitudes to learning and the ability to put this into practice.	AF/I	
Successful partnership with the Governing Body.	AF/I	
Ability to work in partnership with other schools in order to meet pupils' needs.		AF/I
Engaging parents/carers in their children's learning and the work of the school	AF/I	
Strategic curriculum development.		AF/I
Effective management of HR policies and procedures	AF/I	
Effective financial management.	AF/I/AST	
<b>Leadership Skills</b>		
Demonstrate experience of successful teaching as a Headteacher, Interim Headteacher or Deputy Headteacher.	AF/ I/AST	
Create and secure commitment to a convincing vision for the school in line with that of the FHT.	AF/I/AST	
Build upon current good practice by supporting and developing effective teamwork across the whole school community.	AF/I	
Initiate and manage change and improvement in pursuit of higher standards and strategic objectives.	AF/I	
Prioritise, plan and organise their own work; direct, coordinate and provide professional direction to the work of others.	AF/I	
Delegate tasks and responsibilities as appropriate. Empower others to carry vision forward.	AF/I	
Development of professional practice among school staff with evidence of objective assessment of staff performance.	AF/I	
Provide an inspiring role model for pupils and staff, creating an environment where all can thrive.	AF/I	
Manage and motivate staff to achieve the highest standards in all aspects of school life within the resources available.	AF/I	
Embrace the nurturing aims and inclusive ethos of the school.	AF/I	
Sustain and develop good relationships and maintain a happy, supportive working environment.	AF/I	
Lead the safeguarding of pupils ensuring their welfare is prioritised.	AF/I	
Willingness to play a senior role in the multi-academy trust, contributing to school improvement at other schools within the Trust as well as at own school.	AF/I	
Demonstrate a willingness and ability to engage in wider system development.	AF/I	
<b>Communication and Problem Solving</b>		



Think creatively and imaginatively to anticipate and solve problems and identify opportunities for the school.	AF/I	
Use numerical and financial data with confidence and use it to make decisions based upon analysis and interpretation.	AF/I	
Listen carefully and seek advice and support when necessary.	AF/I	
Demonstrate reasoned judgement in difficult circumstances.	AF/I	
Deal sensitively with people with very different and demanding expectations, demonstrating an ability to avert and resolve conflict.	AF/I	
Communicate, negotiate and secure cooperation of a wide range of people.	AF/I	
Create a climate of open communication where people feel able to express opinion and know their views will be respected.	AF/I	
Chair meetings effectively, productively and economically.	AF/I	
Demonstrate an understanding of, and lead the school's role in the community	AF/I	
Develop, maintain and use an effective network of contacts across all agencies and communities with whom the school interacts.	AF/I	