



JOB DESCRIPTION

Post Title:	Headteacher *This post is a designated customer facing role under the fluency duty and requires a specified level of spoken English in the person specification
Responsible to:	CEO and Governing Body

The post holder must at all times carry out his/her responsibilities within the spirit of School policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to statutory responsibilities of the Governing Bodies of Schools.

CORE PURPOSE

The core purpose of this role is to provide professional leadership and management of the school that will promote a secure foundation from which to achieve high standards in all areas of the school's work.

To achieve success, the Headteacher will:

- Provide vision, excellent leadership and clear direction
- Effectively manage and improve learning and teaching in school
- Promote excellence, equality and set high expectations of all students and staff
- Deploy resources effectively to achieve school aims and targets
- Evaluate school performance and identify priorities for continuous improvement including leading on SEF (internal self-review processes)
- Carry out day-to-day management, organisation and administration of the school
- Secure the commitment of the wider community and other stakeholders by engaging them and strengthening relationships
- Create a safe and productive learning environment that is engaging and fulfilling for all students in line with the Ethos and Values of Mercia Learning Trust
- Fully support, promote and implement the Ethos and Values within the staff and students of the school



KEY RESPONSIBILITIES

Strategic direction and shaping the future

- Work with the Governing Body, Chief Executive Officer and other key stakeholders to ensure the school's vision is clearly articulated, shared, understood and acted upon effectively by all
- Work within and beyond the school community to translate the school's vision into agreed objectives that promote and sustain school improvement.
- Demonstrate the school's values in everyday work and practice
- Motivate and work with others to create a shared culture and positive environment
- Ensure that strategic planning takes account of the diversity, values and experience of the school and the community

Leading the Curriculum (learning, teaching and assessment)

- Maintain a consistent and continuous focus on students' achievement and attainment, making sure that assessment for learning is good throughout the school and that all teachers use data effectively
- Regularly review and refresh the school's curriculum to ensure that every child is given the very best provision in all aspects
- Ensure that the curriculum is at the center of strategic planning and resource management
- Create and establish a culture and ethos of challenge and support where all students can achieve success and become engaged in their own learning
- Demonstrate and embody a commitment to the school's inclusive ethos, ensuring that the environment, curriculum and daily experience of the school is welcoming to all and enables every child to flourish
- Demonstrate and articulate high expectations and set stretching targets for the whole school community
- Implement strategies that maintain high standards of behaviour and attendance
- Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of students
- Monitor, evaluate and review classroom practice and promote improvement strategies

Managing the organisation

- Develop and implement an organisational structure that reflects the school's ethos and values, and enables management processes to work effectively in line with legal requirements



- Produce and implement clear, evidence-based School Improvement Plans and policies for the development of the school and its facilities
- Ensure that (within an autonomous culture) policies and practices take account of national and local circumstances, policies and initiatives
- Manage the school's financial resources effectively and efficiently to achieve the school's educational goals and priorities
- Recruit, retain and deploy staff appropriately and assist in managing their workload to achieve the school's vision and goals linked to the School Improvement Plan
- Implement effective performance management (Appraisal) processes with all staff and ensure systems and structures are in place to support the effective delivery of this process
- Manage the school environment efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety regulations
- 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

Developing self and working with others

- Regularly review own practice and take responsibility for own personal development
- Develop and maintain effective strategies and procedures for staff induction, professional development and performance reviews
- Treat people equitably and with dignity and respect to create and maintain a positive school culture in line with the School's Ethos and Values
- Ensure clear delegation of tasks and responsibilities, so that teams and individuals undertake effective planning, allocation, support and evaluation of work
- Acknowledge responsibilities and celebrate achievements of teams and individuals to ensure a positive successful culture across the whole school
- Build a collaborative learning culture within the school and actively engage with other schools/stakeholders to build effective learning communities
- Manage own workload and that of others to allow an appropriate work/life balance

Securing accountability

- Fulfil commitments of contractual accountability to the Governing Body and Trust



- Work with the Governing Body and Trust, providing information, objective advice and support, to enable it to meet its responsibilities
- Develop further and strengthen the school ethos that enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes
- Ensure individual staff accountabilities are clearly defined, understood, agreed, and subject to rigorous review
- Develop and present a coherent and accurate account of the school's performance to a range of audiences, including Governors, parents and carers

Strengthening community

- Continue to build a school culture and curriculum which take into account the richness and diversity of the school's communities
- Ensure learning experiences for students are integrated with the wider community, and that some of these are community-based
- Collaborate with other agencies to promote the academic, spiritual, moral, social, emotional and cultural well-being of students and their families
- Create and maintain an effective partnership with parents and carers to support and improve students' achievement and personal development
- Seek opportunities to invite parents and carers, community figures, businesses or other organisations into the school to enrich the school and its value to the wider community
- Co-operate and work with relevant agencies to protect children

National Standards for Headteachers

This job description is based on the Department for Education (DfE), the National Standards for Headteachers.

The Headteacher will carry out his/her professional duties in accordance with, and subject to, the National Conditions of Employment for Headteachers, and Education and Employment legislation.

The Headteacher is accountable to the Governors and the Chief Executive Officer for the standards achieved and the conduct, management and administration of the school, subject to any policies that the DfE may make. This job description is subject to annual review.



GENERAL DUTIES

- To contribute to whole school events as and when required
- To ensure accurate records are securely maintained and held in accordance with General Data Protection Regulations (GDPR)/Data Protection Act 2018
- Be aware of and support diversity, ensuring equal opportunities for all
- Develop professional, constructive relationships with other agencies, schools and professionals
- Participate in meetings, training and performance development as necessary
- Recognise own strengths and areas of expertise using these to advise and support others
- Be willing to undertake training and professional development as required of the post
- Any other duties and responsibilities appropriate to the grade and role

PROMOTION OF TRUST VALUES

- To contribute to the overall development of Mercia Learning Trust to ensure the Trust operates on the basis of shared and collective responsibility
- To contribute to the overall ethos, work and aims of Mercia Learning Trust
- To support and contribute to the Trust's commitment to safeguarding all students. All schools in the Mercia Learning Trust are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees are expected to share this commitment.
- To contribute to trust partnership activities to drive school and trust improvement
- To be aware of the school's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times
- To be aware of and comply with the codes of conduct, regulations and policies of the School and its commitment to equal opportunities
- All the above duties and responsibilities to be carried out in accordance with policies adopted by the School Governing Body and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the CEO to reflect or anticipate changes in the post commensurate with the grade or job title.

Issue Date: January 2024



PERSON SPECIFICATION

Post Title:	Headteacher *This post is a designated customer facing role under the fluency duty and requires a specified level of spoken English in the person specification
Responsible to:	CEO and Governing Body

Qualifications	Essential	Desirable
Qualified Teacher Status	X	
Evidence of continuing and relevant professional development in school leadership and management	X	
National Professional Qualification for Headteachers (NPQH), or working towards	X	
Skills and experience		
Successful experience as a Senior Leader or Headteacher in a primary school	X	
A highly effective teacher with proven good/outstanding teaching over time in the primary classroom	X	
Have excellent organisational skills which maintain the day to day rhythm of the school whilst maintaining a focus on the long term vision	X	
Experience of teaching in more than one school and across the whole primary range		X
Good understanding of national curriculum and its associated assessments	X	
Experience of leading change effectively	X	
Strategic direction and development		
Ability to build, communicate and implement a coherent vision for the school in consultation with stakeholders	X	
Proven record of inspiring, challenging and motivating others to achieve agreed aims	X	
Ability to sustain excellence in everything we do with a clear sense of what strategies might be effective for pursuing that objective	X	



Governance, accountability and compliance		
A clear understanding of working effectively with the Governing Body	X	
Proven record of being transparent, approachable and accountable to parents/carers, Governors, relevant external bodies and the local community	X	
Knowledge of legal requirements affecting schools	X	
Leading, Managing and developing people and the organisation		
Proven ability in leading and motivating teams	X	
Proven ability to lead and inspire staff, Governors, pupils and parents/carers	X	
Effective communication skills, with experience of handling a variety of audiences and media	X	
Proven experience of managing people, data & processes to contribute to school improvement	X	
The ability to work in partnership with other schools and organisations, whilst maintaining the school's independence.		X
Demonstrate an understanding of school finances and how to successfully make effective use of available resources within a budget		X
Experience of staff performance reviews and acting effectively on any associated issues	X	
Leading the Curriculum (teaching, learning & assessment)		
Experience of setting and achieving challenging goals and targets for staff and pupils	X	
Knowledge and understanding and proven experience of how to raise achievements across the school	X	
Proven experience of analysing pupil performance data to identify trends to inform school improvement decisions that improves teaching & learning outcomes	X	
Experience of developing a consistently high standard of teaching through assessment, monitoring, evaluation and support	X	
Commitment to a curriculum that is creative and relevant to the interests and needs of all pupils	X	
Ability to engage parents and carers to encourage them to play their part in their child's learning	X	
Promoting the safety and wellbeing of pupils		
Absolute commitment to safeguarding	X	



Has undertaken the role of designated or deputy designated safeguarding lead		X
Ability to ensure an ethos which promotes excellent behaviour and enables all pupils to aspire and achieve success	X	
Working with the wider community		
Commitment and ability to work in partnership with parents and the wider community	X	
Experience of working with external agencies to support and enhance the opportunities for pupils in the school		X
Resource Management		
Able to set effective balanced spending plans in the light of school priorities.		
Able to oversee the effective management of site safety, security and improvement.	X	
Personal Qualities		
Approachable and enthusiastic	X	
Able to create effective teams	X	
A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school	X	
Able to work effectively with others including colleagues, Governors, and outside agencies	X	
Able to exercise creativity and emotional intelligence in leadership	X	
Ability to communicate positively and appropriately with all stakeholders	X	
Able to assess new ideas and embrace them if they improve children's learning and wellbeing	X	
Ability to work under pressure and prioritise effectively.	X	
Values and Commitment		
Commitment to the mission, moral purpose and vision of the trust	X	
Evidence of a commitment to inclusion and equal opportunities for all pupils in the school, including British values	X	
An understanding of a Headteacher's commitment to safeguarding	X	
A determination to achieve the highest personal and educational achievement for every child	X	