



**BRADGATE**  
Education Partnership

Stronger Together

**JOB DESCRIPTION**

# Headteacher

Ambitious  
Collaborative  
Ethical



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Education Partnership

## MISSION:

Through strong collaboration between our schools, Bradgate Education Partnership is committed to providing an ambitious and inclusive education for all.

We want our children and young people to realise their full potential academically, socially and personally. We celebrate the distinctive ethos of each individual school. We ensure that all who are part of our Trust have a deep sense of belonging and a supportive opportunity to grow.



# Stronger Together



## VALUES:



### Ambitious

We aim high and are aspirational for all.



### Collaborative

We work closely together to encourage, support, challenge and share.



### Ethical

We treat everyone fairly, within a culture of kindness and respect.

## VISION:



### PUPILS

All our pupils are equipped with the knowledge, skills, values and attitudes to thrive in life and make a positive difference.



### SCHOOLS

All our schools provide a safe and happy space where pupils study an ambitious curriculum which unlocks their personal potential so that they achieve exceptional outcomes.



### WORKFORCE

All staff have positive impact in their roles whilst feeling supported and valued both personally and professionally.



### COMMUNITY

All our schools embrace the local area they serve within a deeply embedded culture of community partnership.



### WIDER WORLD

All our pupils and staff understand, respect and embrace the diversity of the wider world in which they live.



### SUSTAINABILITY

Across our partnership, everything we do is aligned to meet the needs of the present without compromising a sustainable future.

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## Vision and Values

All employees who work for Bradgate Education Partnership follow our mission statement, our vision and our values of being *ambitious, collaborative* and *ethical*. The mission, vision and values enable us as an organisation to define who we are as a collective and we believe that within our Trust we are truly *Stronger Together*. Our employees are our ambassadors of our mission, vision and values and therefore all employees coming to work for the Trust sign up to these principles that we have outlined for our Trust.

## Employee Responsibilities

For all roles within our Trust there are some key responsibilities that all employees are expected to follow during their time at Bradgate Education Partnership, these are outlined below:

- Make safeguarding children a priority and follow the Trust's safeguarding procedures;
- Truly support the mission, vision and values of the Trust – demonstrate and role model this commitment in everything that you do;
- Understand and comply with relevant policies and procedures
- Be aware of and support difference, inclusion and ensure equal opportunities for all;
- Commitment to develop own professional skills;
- Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

## Job Purpose

The Headteacher will be responsible for leading the school community undertaking the professional leadership, strategic direction and management of the school within the multi-academy Trust context. The Headteacher will be a leader in **education** and will uphold public confidence and maintain high standards of professional conduct. The post holder will be responsible for developing and embedding best practice not only within the school but across Bradgate Education Partnership.

## Relationships:

<b>Line Management:</b>	The Headteacher will directly report to the Director of Education with accountability to the Chief Executive Officer
<b>Students:</b>	Provide inspirational leadership to the students ensuring a professional and respectful relationship is built between both parties
<b>Parents/Carers:</b>	Ensure that parents/carers have confidence in the school and the ability of the Headteacher, building a positive reputation of the school within the community.
<b>Employees:</b>	Develop excellent working relationships with employees of Bradgate Education Partnership, providing leadership and line management where required, work closely with colleagues from the Central Team and other schools as required. Understand the role of the Head Teacher as part of the wider Trust team.
<b>Other Stakeholders:</b>	The school will regularly receive visitors and other workers into the school. Expectation setting with these colleagues is required and positive working relationships.



## **Specific Responsibilities**

### **Safeguarding**

- Ensure that Bradgate Education Partnership Safeguarding Principles are upheld personally and within the staffing body in which the post holder is responsible at all times
- Undertake participation in Trust safeguarding audits, best practice reviews and uphold Trust wide culture on safeguarding
- Implement a school Safeguarding Team to ensure that safeguarding is dealt with effectively and hold those colleagues to account
- Undertake the line management of the Designated Safeguarding Lead (DSL) within the school (if the DSL is not the Headteacher)
- Ensure that a safeguarding culture of vigilance is embedded in every aspect of school life
- Ensure that all policies and processes relating to safeguarding are implemented across the whole workforce
- Ensure that Keeping Children Safe in Education is issued to employees and workers on an annual basis and that they have read and understood their obligations
- Ensure that internal school procedures are robust and reviewed regularly
- Ensure that all child protection cases are dealt with swiftly and effectively following the correct processes and procedures internally and externally to the Trust
- Implement new systems and processes in response to any updated Trust or legislative guidance/statutory information that is released

### **Leadership & Accountability**

- Work closely with the Trust's Executive Leadership Team to develop a clear vision and strategic plan for the future of the school which aligns to the Trust's overall mission, vision, values and strategic priorities and then take the necessary steps to implement
- Ensure that the leadership and wider school adheres to the mission, vision and values of the Trust in the best interests of the students
- Develop and implement the annual school improvement plan which is underpinned with HR and financial plans to ensure sustainability for the school
- Monitor and evaluate the performance of the school taking appropriate action to secure continuous improvement
- Be accountable for the progress of the school and its continuous improvement
- Implement a Senior Leadership Team that holds the
- Report to the Trust Board and Executive Team on the schools performance and progress in all aspects and school improvement plan
- Be ambitious and aspirational for the school and encourage all those who are involved in the development of the school are part of the development
- Provide effective and inspiring leadership that motivates employees to achieve the best outcomes for the students
- Be outward looking to ensure that the School remains current and innovative, ensuring that educational thinking and developments are done in best interests of the students
- Adhere to the Head Teachers Standards as provided and updated by the Department for Education: [Headteacher standards 2020](#)

### **SEN & Inclusion**

- Ensure that the schools approach to SEN & Inclusion is aligned to the Trust's principles strategic direction of SEN



- Ensure that the school has a robust, well thought out and ambitious provision in place for SEN students at the school that is inclusive and progressive
- Implement a school SEN team with clear lines of responsibility and accountability
- Ensure that all employees at the school have a clear understanding in their role of SEN and implement necessary training and provision at all levels as required

### **Teaching, Learning, Curriculum & Assessment**

- Be a leader of education within the school and Trust wide
- Ensure that there is a clear model in place for teaching & learning, curriculum and assessment within the school and that all employees know their role within these aspects
- Provide leadership, advice, guidance and collaboration on educational strategies Trust wide working with the wider Head Teacher group
- Ensure educational standards take account of national and school data, inspection and research findings and reflect best practice
- Secure and sustain outstanding teaching and learning throughout the school employing a robust system of monitoring, evaluation and review supported by high quality CPD
- Work with the Director of Education wider Education Team to evaluate and appraise the progress of the school
- Challenge and support underperformances at all levels and ensure action is taken to secure improvement
- Maintain a consistent and continuous all-inclusive focus on pupil achievement, using data and benchmarks to monitor progress in all learning
- Create a culture and ethos of challenge and support where all students can develop, achieve success and become engaged in their own learning
- Undertake a collaborative approach to curriculum by determining, organising, implementing and monitoring. Ensure that it can be assessed effectively and that it meets statutory requirements
- Ensure that there is a robust system of assessment of pupil achievement and that there is an effective, accurate method of reporting to parents which ensures parents are well informed about their child's attainment and progress and how they can support this at home
- Further develop the principle of assessment for learning and effective use of children's data, in order to set challenging yet realistic targets for all children
- Take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of students
- Implement and maintain strategies that secure outstanding standards of punctuality and attendance
- Develop effective links with the community to enhance teaching and learning, and encourage parental involvement in children's education
- Ensure that there is appropriate pastoral support available to students when required

### **Culture & Behaviour**

- Create and maintain an environment and implement a Behaviour Policy that creates a culture for learning and promotes development and secures safety and discipline
- Develop a culture that enables mutual respect that in turn holds high standards of behaviour
- Empower students in their pursuit for learning and enable them to be proactive in their personal development, receive feedback on their experiences of the school and act upon this with the wider school team
- Apply consistent practice in relation to behaviour management across the school



- Model and expect high standards of behaviour from employees that in turn role models to our students
- Establish and develop the brand of what it is like to attend the school, developing a strong culture for learning
- Ensure that the pastoral needs of students are met effectively, working in partnership with employees, families and other professionals as required

### **Performance Management and Professional Development**

- Ensure that ambitious but realistic targets are set for the school, monitor performance against these target
- Enable employees via ensuring the appropriate professional development is in place for all employees to undertake their role to the best of their ability, but also develop into future roles
- Lead and develop the whole school employee learning for inset days, ensuring that inset days provide the maximum opportunity for employees to learn and develop as required
- Identify talent and beacons of good practice and share this with the school and wider Trust
- Provide opportunity for employees to learn new skills
- Maximise the contribution of all employees and develop a performance culture which supports the best possible outcomes for all students

### **Human Resources and Management of Employees**

- Ensure that the leadership and management of employees is aligned to the Trust model to provide consistency for employees across Bradgate Education Partnership
- Work closely with the HR team seeking advice and guidance as required
- Ensure that HR policies and procedures are followed as the post holder but also ensure the Senior Leadership to the same
- Lead by example as a model of professional conduct and presentation, demonstrating high personal standards of expertise and commitment
- Implement a clear and accountable staffing structure at the school that falls within the financial limits of the school, ensuring that all aspects of management of the school are done so with clear lines of expectation and accountability at each level
- Implement and maintain effective systems for performance management in line with the Trust's policy, lead continual professional development (CPD) of all employees
- Motivate and enable all employees to carry out their respective roles effectively, ensuring that professional duties, are followed and implemented within the school
- Implement recruitment practices that ensure employees of the highest quality are recruited, complying at all times with the Trust's Safer Recruitment Procedures
- Ensure that the Trust's approach to managing low level concerns and allegations management is adhered to, dealing with any issues of this nature as it arises and seeking advice from the HR team
- Deploy all employees effectively in order to ensure the highest quality of education provided
- Establish effective communication with employees within school so that expectations of the day to day running of the school is clear
- Ensure that clear lines of accountability are in place with employees to ensure that standards/processes/policies are upheld at all times

### **Finance**

- Ensure that the Trust's Finance Policy is implemented effectively to ensure the Trust's compliance with the Academies Financial Handbook



- Work closely with the Trust's Finance Team to manage the school's financial resources effectively and efficiently to achieve the school's educational goals and priorities
- Set a balanced budget annually ensuring that spend is within the financial limits of the school
- Work closely with and cite the Trust on any financial difficulties the school may face
- Ensure that there are robust procedures in place at the school to ensure control over expenditure on a daily basis
- Support the Trust in meeting its financial targets, meeting deadlines as and when required.
- Maintain finances within key metrics as identified by the Trust

### **Health & Safety/Buildings Compliance**

- Ensure that the Trust's Health & Safety Policy is promoted and embedded within the daily procedures and running of the school
- Ensure that all employees are aware and understand their duties in relation to the Health & Safety Policy
- Ensure that the learning environment meets the needs of the curriculum and health and safety regulations at all times
- Ensure that the health and safety reporting procedures within the school are followed by all employees
- Undertake regular health and safety walks of the school ensuring that all requirements are met and that any issues identified are followed up on in a timely manner
- Ensure that the appropriate school employees with responsibility for Site Maintenance adhere to a planned schedule of maintenance, working closely with the Trust's Estates and Compliance Manager

### **Governance**

- Provide information and be accountable to the Trust Board in all matters relating to the school
- Adhere to the Trust's Scheme of Delegation
- Implement the Local Advisory Board structure at school level, following and adhering to the documents that are provided at Trust level
- Ensure that the Local Advisory Board are operating within their remit, and manage this should it not be the case
- Seek advice and guidance from the Trust's Governance Team as and when required



## The Person Specification

- **QTS**
- **Leadership qualification eg NPQH**
- **Extensive successful experience in education**
- **Previous Senior Leadership experience**
- **Evidence of having been a leader in education**

- **Excellent verbal and written communicator**
- **Emotionally intelligent**
- **An empathetic leader with the ability to deal with a wide range of circumstances**
- **A decisive leader**
- **Demonstrates resilience in leadership**

- **Ability to demonstrate the understanding of operating within a MAT model**
- **Operationally sound with the ability to think strategically and implement strategies**

# The Post Holder

- **Ability to motivate employees**
- **Ability to hold employees to account**
- **Ability to maintain high standards across all aspects of the school**
- **Demonstrate a 'can do' attitude**

- **An innovative individual who will embrace the changing landscape of education**
- **Someone who will drive technology within the curriculum**
- **Ability to demonstrate a clear understanding of continuous school improvement**

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