



Innsworth Schools' Partnership
"Together we can... Enjoy, Achieve, Aspire"

EXECUTIVE HEADTEACHER JOB DESCRIPTION

Post: Upper Pay Scale Teacher/Leadership

Pay Range: L15 – L21

Responsible to: Innsworth Schools' Partnership Governing Body

Job Purpose

The Executive Headteacher will lead on establishing and driving the ethos, vision and values of the school, ensuring they equally reflect those across the Partnership.

The Executive Headteacher will take overall responsibility for the organisation, management and conduct of the schools in accordance with school policies and in consultation with the Governing Body and its scheme of delegation.

The Executive Headteacher will work with staff, governors, parents/carers, networks and wider good practice to build on the strong foundations that are in place, in order to maintain and further improve all aspects of the school's standards and quality. Ensuring equality, safety and respect is central to the aims and ethos of the school and these will be reflected in all aspects of the Executive Headteacher's work.

The Executive Headteacher will fully understand the current legal requirements, local and national policies and guidance on safeguarding and the promotion of the wellbeing of children and young people and will ensure that all requirements are met in full.

Statutory Requirements

This job description is to be performed in accordance with the requirements of the 'School Teachers; Pay and Conditions Document' and within the range of professional duties set out in that document that apply to a Headteacher.

Main Duties

Strategic Direction and Development:

- Drawing on experience and best practice, work together with the Governing Body, Executive Leadership Team and consult with LEA and DfE representatives as appropriate, to build a strong strategic direction across the partnership.
- Maintain and further develop the Partnership, identifying further opportunities to provide educational vision and direction which secures effective teaching, successful learning and outstanding pupil achievement. Achieve high standards in pupils' spiritual, moral, cultural, social and physical development, preparing them for life's opportunities and experiences.
- Implement the Partnership's development plan, including school improvement, business and finance. Identify priorities and targets that supports high standards enabling pupils to make progress and maximise achievement. Support continuous improvement in teachers' effectiveness and secures continuing school improvement. This to be underpinned by sound financial planning and business processes and systems.
- Ensure the management, finances, organisation and administration of the school support its vision and aims.

- Ensure policies and practices take account of national, local and school data along with inspection and research findings to reflect best practice.
- Monitor, evaluate and review the effects of the school's policies, priorities and targets and take action as necessary.

Learning and Teaching:

- Use benchmarks and evidence based best practice to set targets for service delivery and improvement.
- Create and maintain an environment which promotes and secures excellent teaching with high standards of achievement, behaviour and a passion for learning.
- Work with the Governing Body and Executive Leadership Team to determine, organise 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.
- 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.

Leadership:

- Maximise the contributions of staff in improving the quality of education provided and standards achieved. Ensure effective working relationships are in place throughout the Partnership.
- Plan, allocate, support and evaluate the work of teams and individuals, ensuring clear delegation of tasks and evolution of responsibilities for the school.
- Implement and sustain effective systems for management of school 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 Headteachers as and when updated.
- 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 Partnership safe. Ensure consideration of whole site provision and evidence of competency of provision and ethos.

Resource Management:

- Work with the Governing Body and Executive Leadership Team to recruit staff of the highest quality, complying at all times with best and safer recruitment practice.
- Work with the Executive Leadership 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 School Development Plan.
- Work closely with the Governing Body, Resourcing Committee and Caretaker to manage and organise the sites efficiently and effectively, ensuring 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.
- Take opportunities to generate new income where appropriate.

Relationships:

- 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 expected.
- Work with the Governing Body, Executive Leadership team and Senior Leaders to ensure the smooth running of the school.

- Maintain and further develop the school's effective partnership with parents/carers and the wider community to support and improve pupil's achievement, personal development and the closing of attainment gaps in specific groups.

Standards and Quality Assurance:

- Provide information, objective advice and support to the Governing Body in meeting its responsibilities for securing effective teaching and learning in school and day care, and the highest standards of achievement, efficiency and value for money.
- Ensure the partnership 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, the local community, OFSTED and others.
- Ensure pupils and parents/carers are well informed about the curriculum, attainment and progress and encourage support and contribution to the school community.
- 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.

Resources, Supervision and Support:

The postholder would be entitled to, and expected to take part in, an appraisal with the necessary review and support.

Administrative support for relevant activities will be provided by the office staff.

Physical Effort:

Occasional lifting may be required to move equipment and resources but is not a significant factor.

Working Environment:

Most activities will be undertaken within school premises (across both sites). The postholder may exceptionally be required to attend to children who have sickness or toileting problems. Some anti-social behaviour by pupils may be experienced.

Special Notes or Conditions:

- The postholder will be subject to an enhanced DBS suitability check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act and all convictions or cautions must be declared.
- The postholder has a responsibility to promote and safeguard the safety and welfare of children in accordance with the school's child protection policies and behaviour management policy.
- The postholder must be aware of and respond to any health and safety issues.
- The post holder is expected to meet the requirements of the Headteachers' Standards.
- The postholder is expected to work within the framework of national legislation and in accordance with the provisions of the Conditions of Service for School Teachers in England and Wales and with any locally agreed conditions of employment. In addition, the post is subject to compliance with: School policies, guidelines and procedures.

Review

The job description sets out the principal responsibilities of the post but does not describe each of the tasks that it may be necessary to carry out. The duties and responsibilities detailed within this job description will be supplemented by the accountabilities, roles and responsibilities as set out within the School Teachers Pay and Conditions. There may be staff restructuring at any level to reflect the evolution of leadership on primary education with reference to best practice, and involve Governor and Union advice. This job description may be reviewed annually by the Head Teachers Review Panel to reflect the changing role.