

## St. Leonard's CE First School, Dunston

	Post Title	Grade	
	Head teacher	L7 – L13	

### Purpose of the post

- Provide the professional leadership and management of the academy to achieve outstanding success.

### Key responsibility areas

- Strategic leadership and management
- Leadership and management of pupils' attainment and progress
- Leadership and management of staff
- Leadership and management of the curriculum
- Leadership of learning and teaching
- Financial leadership and management at a managerial level
- Management of resources and premises
- Leadership and management of the school within its community and in partnership with the local churches
- Leadership of the school's Christian vision and distinctiveness
- Liaison with the CEO and Chief Finance Officer of the Trust
- Accountability to the Trust Board and the Local Academy Council (Local Governing Body)

### Strategic direction and development

The Head teacher will:

- Develop and communicate a clear strategic vision to all stakeholders
- Motivate and empower others to carry the vision and values of the school forward
- Be responsible for the management, development and resourcing policies of the academy
- Recruit pupils and staff, ensure the statutory requirements, the decisions of the Trust and its Local Academy Council and the needs of the pupils, their parents and the community are met
- Manage a complex organisation effectively and ensure the successful implementation of radical change
- Work in harmony with the Local Academy Council, local schools, other academies, the local churches and other partners as appropriate

### Teaching, learning and pupils

The Head teacher will:

- Meet the substance of the statutory requirements of the curriculum
- Provide a broad and relevant curriculum underpinned by e-learning technologies
- Ensure that the curriculum delivered matches the needs of all pupils
- Achieve a sense of harmony, through the effective management of pupil behaviour
- Involve pupils in the decision-making processes in the academy by developing policies and practices that treat pupils as partners in the learning process
- Manage pastoral care, pupil welfare and anti-bullying procedures effectively
- Maintain effective assessment, recording and reporting systems of pupil progress
- Maintain high expectations even where there is social deprivation

- Monitor and evaluate the curriculum for both quality and value for money

### **Leading and managing staff**

The Head teacher will:

- Lead on the recruitment and selection of teaching and support staff
- Exercise effective staff management, lead and motivate others and generate effective working relationships at all levels
- Optimise the contribution of all staff to ensure excellent quality of education and learning to improve the quality of education
- Manage the performance, utilising all staff by ensuring their professional development
- Create and maintain good working relationships among all members of the academy's community
- Promote the Trust and school's Christian ethos in which the highest achievements are expected from all members of the school's community

### **Efficient and effective use of resources**

The Head teacher will:

- Working with the CEO and CFO inform the Local Academy Council on the formulation of the annual budget in order that the school secures its objectives
- Plan, manage and monitor the curriculum within the agreed budget, setting appropriate priorities for expenditure, allocating funds and ensuring effective administration and control
- Manage and organise accommodation efficiently and effectively to ensure that it meets the needs of the curriculum and health and safety requirements
- Ensure that the allocation and use of accommodation provides a positive learning environment that promotes the highest achievement for all
- Monitor and evaluate overall provision for value for money
- Seek to ensure adequate resources for the school

### **Accountability**

The Head teacher will:

- Work closely with and report to the Local Academy Council and the Directors of the Trust
- Work closely with Lichfield Diocese to further develop the Christian distinctiveness of the school
- Work with the Chair of the Local Academy Council as appropriate
- Work with the CEO of the Trust as appropriate
- Secure a positive working relationship with the Local Academy Council
- Provide information, objective advice and support to the Trust to enable it to meet its statutory responsibilities
- Present a coherent and accurate account of the academy's performance in a form appropriate to a range of audiences
- Ensure that parents and pupils are well informed about curriculum attainment and progress and are able to understand targets for improvement
- Develop and encourage good relations between the academy and the local community
- Work with other schools, locally, nationally and internationally, as appropriate