

Executive Headteacher Job Description

Clarion Corvus Trust is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

Salary: Leadership points 16 - 22

Hours: 32.5

Contract type: Full time, permanent

Reporting to: Chief Executive Officer

Responsible for: Senior Leadership Team

Main purpose

The role of the executive headteacher is to:

- Provide effective leadership and management to a group of schools in the trust
- Drive trust-wide improvement priorities
- Ensure that the schools in the trust are delivering high-quality provision and securing the best outcomes for pupils
- Promote a culture of unity and collaboration among the schools in the trust

Duties and responsibilities

Strategic leadership

- Embed our shared vision across the trust, ensuring that it is understood by staff and parents
- With the Trust School Improvement Team develop and monitor progress of school improvement plans and self-evaluation forms, providing necessary challenge in order to achieve a sustained focus on the strategic objectives
- Build positive and respectful relationships with stakeholders and the wider community
- Ensure collaboration between departments and schools

Managing the organisation

- Line manage senior leaders, providing effective support and challenge to help them secure best outcomes for pupils
- Carry out performance management in line with the trust's procedures
- Support with managing the school's budget and resources
- Support with developing and implementing trust-wide policies
- Allocate financial resources appropriately, efficiently and effectively
- Develop and retain high-quality staff through effective professional development and performance management
- Establish clear and open lines of communication with all stakeholders
- Monitor staff wellbeing and workload and implement strategies to promote a healthy working environment
- Ensure the trust effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Ensure staff and pupils' safety and welfare through effective approaches to safeguarding, as part of duty of care
- Work successfully with other schools and trusts
- Maintain effective relationships with fellow professionals and colleagues to improve educational outcomes for all pupils

Teaching and learning

- Work with the Trust School Improvement team to develop and implement a broad and balanced curriculum that meets the relevant statutory requirements
- With the Trust School Improvement Team establish and sustain high-quality teaching across all subjects and phases, based on evidence

- Have ambitious expectations for all pupils, including those with special educational needs (SEN) and disabilities, and promote an inclusive culture that enables all pupils to access the curriculum
- With the Trust School Improvement Team to establish curriculum leadership, including developing subject leaders with relevant expertise and access to professional networks and communities
- Promote a culture that encourages collaboration, where best practice is shared in order to secure the best outcomes for pupils
- Ensure valid, reliable and proportionate approaches are used to assess pupils' knowledge and understanding of the curriculum

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the executive headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Executive Headteacher Person specification

CRITERIA	QUALITIES	ESSENTIAL	DESIRABLE
Qualifications and training	<ul style="list-style-type: none"> • Qualified teacher status • Degree • National professional qualification for headship (NPQH) • Further professional or academic qualifications 	<ul style="list-style-type: none"> ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓
Experience	<ul style="list-style-type: none"> • Successful leadership and management experience in a more than one school. • Teaching experience • Involvement in school self-evaluation and development planning • Demonstrable experience of successful line management and staff development • Demonstrable experience of leading school improvement 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ 	
Skills and knowledge	<ul style="list-style-type: none"> • Data analysis skills, and the ability to use data to set targets and identify weaknesses • Understanding of high-quality teaching based on evidence, and the ability to model this for others and support others to improve • Understanding of curriculum development • Understanding of school finances and financial management • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Ability to build effective working relationships 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ 	
Personal qualities	<ul style="list-style-type: none"> • Commitment to uphold the 7 principles of public life (the Nolan principles) at all times • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the trust • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position • Ability to make decisions under pressure 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ 	

Last review date:	Next review date:
Line manager's signature:	Date:
Postholder's signature:	Date: