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| **JOB TITLE** | Headteacher |
| **RESPONSIBLE TO** | CEO, Local Governing Body and Trustees |
| **SUPERVISES** | Teaching and non-teaching staff |
| **LEADERSHIP RANGE** |  |

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| **STRATEGIC PURPOSE** |
| The Headteacher provides the professional leadership and management of the school, ensuring its success and ongoing improvement, high quality education and personalised learning for all its pupils. They will create high standards and achievement in an environment which promotes the care and self-esteem of all.  To ensure that all colleagues share the vision, values and mission of the Trust and commit to work together to deliver the highest standards of education for the children and young people in our communities, engaging in professional opportunities and cross-Trust collaboration relevant to their roles and promoting the Trust brand to all stakeholders. |

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| **VISION AND VALUES** |
| The Headteacher will model the Trust’s values of Respect, Integrity and Optimism and secure the Trust’s vision of creating the conditions for all our students to succeed.  The Headteacher will adhere to the Nolan principles for all public office holders, upholding public trust in school leadership, maintaining high standards of ethics, behaviour and professional conduct. They will build positive and respectful relationships across the school community and always serve the best interests of the school’s pupils. |

**MAIN RESPONSIBILITIES**

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| Strategic Leadership |
| * Accountable for leading and delivering sustained improvement of outcomes for all pupils. * Work with the leadership team, the CEO and Deputy CEO and the local governing body to develop, deliver and monitor a robust improvement plan with a clear vision for the school * Put systems in place, in line with the Trust’s school improvement framework, to secure rigorous lines of accountability for pupil outcomes * Ensure that senior and middle leaders are developed in line with the Trust’s expectations and guidelines * Manage an effective performance management process * Contribute to system leadership, school to school support and the wider work of the Trust * Grow and support the school team |
| School Culture |
| * establish and sustain the school’s ethos and strategic direction in partnership with those responsible for governance and through consultation with the school community * create a culture where pupils experience a positive and enriching school life * uphold ambitious educational standards which prepare pupils from all backgrounds for their next phase of education and life * promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment * ensure a culture of high staff professionalism |
| Teaching |
| * establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how pupils learn * ensure teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains * ensure effective use is made of all types of assessment to inform high quality teaching |
| Curriculum and assessment |
| * ensure a broad, structured and coherent curriculum entitlement which sets out the knowledge, skills and values that will be taught * establish effective curricular leadership, developing subject leaders with high levels of relevant expertise with access to professional networks and communities * ensure that all pupils are taught to read through the provision of evidence-informed approaches to reading, particularly the use of systematic synthetic phonics in schools that teach early reading * ensure valid, reliable and proportionate approaches are used when assessing pupils’ knowledge and understanding of the curriculum |
| Behaviour |
| * establish and sustain high expectations of behaviour for all pupils, built upon relationships, rules and routines, which are understood clearly by all staff, pupils and parents/carers * ensure high standards of pupil behaviour and courteous conduct in accordance with the school’s behaviour policy * implement consistent, fair and respectful approaches to managing behaviour * ensure that adults within the school model and teach the behaviour of a good citizen * support all staff to manage behaviour to the expected standards |
| Additional and special educational needs and disabilities |
| * ensure the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities * establish and sustain culture and practices that enable pupils to access the curriculum and learn effectively * ensure the school works effectively in partnership with parents, carers and professionals, to identify the additional needs and special educational needs and disabilities of pupils, providing support and adaptation where appropriate * ensure the school fulfils its statutory duties with regard to the SEND code of practice |
| Professional development |
| * ensure all staff have access to high-quality, sustained professional development opportunities, aligned to balance the priorities of whole-school improvement, team and individual needs * prioritise the professional development of staff, ensuring effective planning, delivery and evaluation which is consistent with the approaches laid out in the standard for teachers’ professional development * ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it, including nationally recognised career and professional frameworks and programmes to build capacity and support succession planning |
| Organisational management |
| * ensure the protection and safety of pupils and staff through effective approaches to safeguarding, including the management of health and safety, as part of the duty of care * prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds * ensure staff are deployed and managed well with due attention paid to workload * establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently * ensure rigorous approaches to identifying, managing and mitigating risk |
| Continuous school improvement |
| * make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit school effectiveness, and identify priority areas for improvement * develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the school’s context * ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time |
| Working in partnership |
| * forge constructive relationships beyond the school, working in partnership with parents, carers and the local community * commit their school to work successfully with other schools and organisations in a climate of mutual challenge and support * establish and maintain working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils |
| Governance and accountability |
| * understand and welcome the role of effective governance, upholding their obligation to give account and accept responsibility * establish and sustain professional working relationship with those responsible for governance * ensure that staff know and understand their professional responsibilities and are held to account * ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties |
| To ensure that all activities undertaken are done so safely and to report any unsafe practices or conditions identified as soon as possible to a senior manager |
| To actively promote the safeguarding and welfare of pupils at all times |
| Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the CEO/Trustees up to or at a level consistent with the Main Responsibilities of the job. |

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# Person specification

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| criteria | qualities |
| **Qualifications  and training** | * Qualified teacher status * Degree * Headship National Professional Qualification * Senior Leadership National Professional Qualification |
| **Experience** | * Successful leadership and management experience, ideally in a one-form or two-form entry school * Track record of raising educational standards * Demonstrable commitment to inclusion * Involvement in school self-evaluation and development planning * Demonstrable experience of successful line management and staff development |
| **Skills and knowledge** | * Understanding of high-quality teaching based on evidence, and the ability to model this for others and support others to improve * Understanding of school finances and financial management * Data analysis skills, and the ability to use data to set targets and identify weaknesses * Effective communication and interpersonal skills * Ability to communicate a vision, inspire others and lead change * Ability to build effective working relationships |
| **Personal qualities** | * Commitment to uphold the 7 principles of public life (the [Nolan principles](https://www.gov.uk/government/publications/the-7-principles-of-public-life)) at all times * A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school * 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 * Demonstrable resilience |

# Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date:

Next review date:

Line manager’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postholder’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_