



Headteacher

Creating Tomorrow MAT

Job description and Person specification

December 2018

Core Purpose

The Headteacher is accountable for ensuring the educational success of the school within the framework set by the Trustees and the Local Governing Body. The Headteacher:

- is responsible for ensuring the effective day to day operation of the School, including the curriculum, teaching and learning, and pupil progress and achievement.
- has operational management of the budget and responsibility for all staff.
- create a culture of high expectation, self-evaluation and constant improvement.

Key Responsibilities

The post holder will be responsible for the performance of all pupils at the school, for managing all staff and the delegated budget.

The Headteacher is to:

- Have overall responsibility for the safeguarding of children in the school
- Be responsible for the day-to-day management, control and operation of the school, ensuring a high quality education for all the pupils on roll.
- Develop and maintain the distinctive school ethos.
- Develop and maintain high morale and set an example of professionalism, high quality performance and leadership
- Develop in all pupils and staff versatile skills and attitudes required for lifelong learning in a rapidly changing world.
- Enhance opportunities through partnerships between parents/carers, pupils, staff, the local community, businesses, colleges, alliance partners, other schools and voluntary organisations
- Build and develop an outstanding climate for learning and teaching

Strategy and Direction

- Ensure the vision of the MAT and school is clearly articulated, shared, understood and acted upon effectively by all stakeholders.
- Play a leading role within the MAT and the school, translating the local and national vision into strategic plans which will sustain school improvement.

- Motivate and work with others to create a shared culture and positive environment
- Develop and implement the School Development Plan ensuring all standards, progress and teaching is highly effective.
- Ensure the day to day running of the school, including financial and administration, supports the MAT and schools' policies, vision and aims

Leading Learning and Teaching

- Support and monitor the delivery of an appropriate, comprehensive, high quality and cost effective curriculum in the school
- Monitor, evaluate and review practice, ensuring accountability of the staff for the progress of their pupils
- Ensure there is a continuous focus in the school on pupil's achievement, effectively using data and benchmarks to monitor the progress in every child's learning.
- Ensure an engaging, personalised and inclusive curriculum is in place which, while following statutory guidance, is responsive to the needs of individual pupils.
- Monitor and implement policies which impact on outstanding practice and are understood and implemented by all stakeholders.
- Assess, monitor and evaluate the quality of planning, teaching and of learning outcomes including the analysis of performance data, promoting improvement strategies as necessary, to ensure enhanced progress and support staff in performance management processes
- Monitor, manage and evaluate all pupils, and groups of pupils, to ensure pupils make outstanding progress for their starting points.
- Ensure the principles of Total Communication underpin Learning and Teaching.

Developing Self and Working with Others

- Assist with building capacity amongst teaching and support colleagues to deliver and sustain the highest quality outcomes
- Treat people fairly, equitably and with dignity and respect to create and develop a positive school culture of personal responsibility and the celebration of excellence
- Take a lead role with other senior leaders across the school for ensuring that staff CPD needs are both identified and supported
- Coach and support the development of leadership and management skills in others
- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals; ensure clear delegation of tasks and devolution of responsibilities

- Develop and maintain a culture of high expectations for self and for others
- Regularly review own practice, set personal targets and take responsibility for own personal development.

Managing the Organisation

- Lead by example.
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing exemplary behaviour.
- Ensure staffing structures reflect the needs of the school and roles and responsibilities are clear to all stakeholders.
- Work with the MAT and School's Senior Leadership team to recruit and retain a high quality staff team.
- Have in place strategies to ensure succession planning in key areas.
- Oversee the school's performance management policy, securing school improvement and high quality professional development.
- Fulfil the statutory duties, in relation to the curriculum, safeguarding and child protection.
- Ensure the effective deployment of staff and resources at all times (on and off site)
- Continue to develop the consistency of approaches to maintaining and improving levels of good behaviour and personal well-being for all pupils.
- Work with the Chief Executive and the Chief Finance Officer to set the school budget, manage day-to-day finances effectively, efficiently and to monitor its effectiveness.
- Manage organisational change effectively.
- Be responsible for the development and implementation of the SDP – ensuring action plans are in place and monitored vigorously.
- Ensure all annual reports, reviews and personalised learning plans are of a high quality, reflect the needs of each pupil and meet statutory frameworks.
- Continue to develop the consistency of approaches to maintaining and improving levels of attendance.
- Ensure the day-to-day management structures, systems and processes work effectively in line with key priorities.
- Ensure Performance Management processes are carried out for all staff in school within the statutory time frame.
- Report to the Chief Executive on Performance Management outcomes, with action plans to ensure staff are fully supported in the PM process
- Work collaboratively with the Leadership Team and middle managers to ensure school improvement is sustained and to deliver quality outcomes for pupils.
- Ensure safe working practices are adopted by staff.

- Maintain appropriately safe premises/work areas for all staff, pupils and visitors to the school site.
- Ensure that the range, quality and use of all available resources, including staffing, is monitored and reviewed to improve the quality of education for all pupils and provides value for money.

Securing Accountability

- To be accountable to the Chief Executive for the day-to-day leadership and management of the school as delegated by the Executive Head under the Articles of the MAT.
- To be accountable for designing and maintaining a self-evaluation framework which clearly identifies strengths and areas for development, in order to inform the school improvement agenda, develop and maintain high standards.
- To ensure that the school is clear that individual staff's accountabilities to the Headteacher are clearly defined, understood and agreed and are subject to rigorous review and evaluation.
- To ensure that the school presents a coherent and accurate account of its performance to a range of audiences including Trustees, Governors, parents and carers and the local community.
- To be responsible for all aspects of self-evaluation within the school.

Strengthening Community

- Build and maintain a school culture that takes into account the richness and diversity of the school's community.
- Collaborate and work in partnership with other agencies in providing for the academic, health, social, emotional, spiritual, moral and cultural well-being of pupils and their families.
- Ensure the learning experiences for pupils at the school and partnerships are linked into and integrated with the wider community, and that some of these are community based.
- Promote and model good relationships with parents/carers which are based on partnership to support and improve pupil's achievement and promote/support parenting skills generally
- Promote the school as a centre of excellence for education and well-being in the local and wider community by sharing effective practice, promoting innovative initiatives – with particular reference to special educational needs.
- Co-operate and work with the relevant agencies to protect and safeguard pupils

Notes

This Job Description is not a comprehensive statement of procedures and task but sets out the main expectations of Creating Tomorrow MAT in relation to the post holder's professional responsibilities and duties. The post holder may be asked by the

Trustees or Chief Executive to undertake other duties that are reasonably regarded as falling within the duties and responsibilities of the post.

All staff employed by Creating Tomorrow MAT are required to be fully aware of and understand the duties and responsibilities arising from the Children's Act and associated Government guidance in relation to child protection and safeguarding young people.

All staff employed by Creating Tomorrow MAT are required to respect the confidentiality of information relating to pupils, their families, and staff.

As context changes over time, duties may need to reflect changes arising from national legislation or policy and the evolution of a Multi Academy Trust. The job description may therefore be subject to amendment or modification at any time after consultation with the post holder.

The Headteacher will carry out their professional duties in accordance with, and subject to, the National Conditions of Employment for Head teachers, and Education Employment legislation.

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Person Specification

The person appointed will:

1. have an exceptional understanding of and commitment to safeguarding children.
2. be an outstanding, well qualified and appropriately experienced teacher;
3. be able to demonstrate outstanding leadership skills;
4. have appropriate SEND experience, including with children with autism;
5. have excellent skills and expertise in the effective use of data and the analysis of data with the confidence to lead and develop others;
6. be aware of the implications of national developments regarding SEND, learning and teaching, and be able to act upon them creatively across the school, inspiring colleagues as part of the process;
7. have successful experience of developing innovative and creative teaching and learning strategies to meet the needs of all pupils and their continuous improvement;
8. have strong evidence of leading a team where pupil progress and outcomes are outstanding;
9. believe in the importance of effective team work and a collaborative approach, and be able to build supportive working relationships with colleagues both within and outside the department;
10. have successful experience of curriculum innovation and development;
11. be committed to inclusive education and have a detailed understanding of special educational needs;
12. have a sound understanding of school self-evaluation and how this can impact upon raising standards of achievement;
13. have the ability to develop and sustain excellent relationships with all stakeholders, including pupils, teaching and support staff, parents, Governors and Trustees, LA representatives, external agencies and members of the community, gaining their commitment to the vision of the school;
14. be committed to their own professional development;
15. make an active contribution to whole school initiatives and developments;
16. be enthusiastic, dynamic, creative and strategic;
17. be committed to the principles and practice of equal opportunities; and
18. have an excellent understanding of Health & Safety.

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