



Sandwich Technology School

Role Title

Headteacher

Job Purpose

The post holder shall be responsible to the board of academy trustees for the overall leadership and management of the academy, leading governors and colleagues in the development of policy and strategic planning within a culture of continuous improvement. In particular establishing rigorous academic and pastoral policy to ensure that students receive the highest standard of education and that demanding and measurable targets and objectives are set for staff. The post holder will serve as a Governor.

Dimensions

Students

Progress, achievement, behaviour and well-being of all students.

Staff

The Headteacher shall ensure effective line management of all members of the school's leadership team and secure effective line management of all other staff.

Financial

The Headteacher will assume the role of Accounting Officer as defined by the Education Funding Agency.

Principal Accountabilities

- S/he shall lead, manage and develop staff within a complex organisation to ensure that the academy's curriculum, resources and community provision enable everyone to achieve the highest possible standards.
- S/he shall ensure the highest possible standards of education through the promotion of effective teaching and learning, a balanced curriculum, the provision of excellent pastoral care and support for students and a rich extra-curricular programme.
- S/he shall lead and direct all members of staff and students, through the direct management of the academy's leadership team, ensuring that effective responsibility is delegated through an appropriate management structure, and that the school complies with educational and other relevant legislation, including health and safety.
- S/he shall be responsible for promoting the aims and values of the academy and shall ensure effective communications with all stakeholders, including governors, staff, students, parents, the community served by the academy, the local authority (LA) and relevant government agencies.
- S/he shall attend meetings of the governing body, provide governors with regular reports on academy developments and activities and consult with the governing body wherever appropriate, for example in the formulation of development plans.
- S/he shall keep abreast of changes in government policy and wider educational practices, and shall be accountable for the effectiveness, efficiency and quality outcomes of all aspects of the academy, including financial and human resources, student behaviour and discipline, educational and support services, and marketing and communications.
- S/he shall lead the shaping of the academy's future and ensure that everyone is enabled to contribute effectively to the progress and development of the academy.
- S/he shall support the busy and varied life of the academy, attending its events and wider programme of activities.
- S/he shall ensure that child protection and safeguarding of students are given high priority at all times.

Competencies

Challenge and Support: Level 4 – Challenges others in the students' best interests

Confidence: Level 4 – Rises to the challenge, takes on new or difficult challenges willingly and positively.

Creating Trust: Level 4 – Lives up to his or her professed beliefs even when it is difficult to do so

Respect for Others: Level 4 – Creates a community where there is mutual respect

Analytical thinking: Level 3 – Analyses variables

Conceptual thinking: Level 4 – Makes the complex simple

Drive for Improvement: Level 4 – Sets and tackles challenging tasks, working relentlessly to achieve ambitious targets
Information Seeking: Level 4 – Uses own systems
Initiative: Level 4 – Prepares for future opportunities
Flexibility: Level 3 – Changes tack
Holding People Accountable: Level 4 – Confronts poor performance
Managing Pupils: Level 5 – Takes the role of leader
Passion for Learning: Level 5 – Motivates pupils to learn independently
Impact and Influence: Level 4 – Influences indirectly, with and through others to support learning
Teamworking: Level 4 – Builds team spirit
Understanding Others: Level 3 – Understands ongoing behaviour

Performance Measures

There will be an annual review of performance which will include an assessment of progress towards achievement of objectives and an overall assessment of performance.

Knowledge and Skills

The National Standards for Headteachers and the Person Specification for the Headteacher define the knowledge and skills required to fulfil this role and should be read in conjunction with this job description. The Headteacher provides vision, leadership and direction for the school and ensures that it is managed and organised to meet its aims and targets. Key components of the role are:

- **Shaping the Future** – The ability to work with the Governing Body and others to create a shared vision and strategic plan which inspires and motivates pupils, staff and all other members of the school community.
- **Leading Learning and Teaching** – Raising the quality of teaching and learning and students' achievement by setting high expectations and monitoring and evaluating the effectiveness of learning outcomes.
- **Developing Self and Working with Others** – Developing the capacity personally to deal with the complexity of the role and the range of leadership skills and actions required and, through performance management and effective continuing professional development practice, build a professional learning community which enables others to achieve.
- **Managing the Organisation** – Provide effective organisation and management of the school and seek ways of improving organisational structures and functions based on rigorous self-evaluation.
- **Securing Accountability** – The Headteacher is accountable for ensuring that students enjoy and benefit from a high quality education, for promoting collective responsibility within the whole school community and for contributing to the education service more widely. Headteachers are legally and contractually accountable to the governing body for the school, its environment and all its work.
- **Strengthening Community** – The Headteacher should work collaboratively at both strategic and operational levels and across multiple agencies for the well-being of all children.

The duties/activities may be varied to meet the changing demands of the school at the reasonable discretion of the Governing Body and following consultation. This job description does not form part of the contract of employment.

Name:

Date Appointed:

Pay Scale: L33 to L39

Line Manager: The Headteacher is directly responsible to the academy trustees through the chair of the governing body.

Signed:

Date: