



EASTCHURCH PRIMARY SCHOOL

EXECUTIVE HEADTEACHER JOB DESCRIPTION

Grade: Leadership Scale: Group 3

Responsible to: The Governing Body and Local Authority

Primary Purpose of the role

- To maintain the Christian character and provide spiritual leadership across the school
- To provide vision, exceptional and outstanding leadership and management for both sites
- To be responsible for the leadership, internal organisation, management and control of the school across the sites and consult appropriately in so doing
- To build a collaborative learning culture within and across both sites to ensure that every child reaches their full potential in all areas of their development
- To work with the necessary ability, vision, energy and enthusiasm, and as a skilled negotiator, with all, putting the needs of the children first
- To respond dynamically as appropriate to key national policies and initiatives
- To promote and safeguard the welfare of children and young persons for whom the school is responsible and those with whom they come into contact
- To carry out the duties required of a Headteacher as set out in part six of the School Teachers' Pay and Conditions Document at both schools
- Conduct key staff appointments

Shaping the Future

- Work with the governors to create the strategic vision for the school
- Ensure that the school vision is clearly articulated, shared, understood and acted upon effectively by all
- Work within the school communities to translate the visions into agreed objectives and operational plans which will promote and sustain school improvement and team ownership

- Demonstrate appropriate vision and values in everyday work and practice
- Motivate and work with others to create a shared culture and positive climate
- Ensure creativity, innovation and the use of appropriate new technologies to achieve excellence
- Ensure that strategic planning takes account of the diversity, values and experience of the schools and the communities at large
- Determine and implement clear evidence-based improvement plans and policies for the development of the schools and their facilities
- Determine and implement the (new) curriculum to reflect diversity and opportunities for pupils to be excited by learning
- Ensure that the key issues for school improvement continue to be acted on appropriately

Leading Teaching, Learning and Managing the Organisation with continual Monitoring and Evaluation

- Lead by example, providing inspiration and motivation
- Demonstrate and articulate high expectations and set stretching targets for the whole community
- Maintain and develop good behaviour and discipline
- Determine, organise and implement a diverse, flexible curriculum that reflects the distinctive character of each site, and implement an effective assessment framework
- Ensure a continuous and consistent focus on pupils' achievement, using data and benchmarks to monitor progress
- Challenge under-performance at all levels and ensure effective corrective action and follow-up
- Maintain and promote high standards of behaviour and attendance
- Manage financial and human resources effectively and efficiently to achieve educational goals and priorities
- Ensure that the management systems work effectively in line with legal requirements
- Manage and organise the school environment efficiently and effectively to ensure that it meet the needs of the curriculum and all health and safety legislation across the sites

Developing Self and Working with Others

- Treat people fairly, equitably and with dignity and respect to create and maintain a positive trusting culture
- Build a collaborative learning culture within the school sites and actively engage with other schools to build effective learning communities
- Develop and maintain effective strategies and procedures for staff recruitment, induction, professional development and performance review

- Ensure effective planning, allocation, support and evaluation of work undertaken by teams and individuals, ensuring clear delegation of tasks and devolution of responsibilities
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams
- Report to the Governing Body on the professional development of senior leaders
- Develop and maintain a culture of high expectations for self and others and take appropriate action when performance is unsatisfactory
- Regularly review own practice, set personal targets and take responsibility for own personal development by participating positively in arrangements made for the appraisal of Executive Headteacher performance
- Manage own workload and that of others to allow an appropriate work/life balance

Security Accountability

- Develop an ethos that enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes
- Ensure individual staff accountabilities are clearly defined, understood and agreed and are subject to rigorous review and evaluation, in keeping with performance management and appraisal procedures
- Work with the Governing Body, providing information, objective advice and support, to enable them to meet their statutory responsibilities
- Develop suitable quality assurance systems, including internal reviews, self- evaluation and performance management
- Present a coherent, understandable and accurate account of each site's performance to a range of audiences including Local Authority, governors, staff, parents and carers
- Ensure every individual child has access to high quality teaching and learning

Strengthening Community

- Collaborate with other schools in order to share expertise and bring positive benefits to the school
- Collaborate at both strategic and operational levels with parents, carers and across multiple agencies for the well-being of all children
- The Executive Headteacher will undertake any other duties which from time to time may be required and be relevant and commensurate with the post, as deemed necessary by the Governing Body.