



## **Executive Headteacher Job Description**

**Grade:** Leadership Scale: Group 3

**Responsible to:** The Governing Body and Local Authority

### **Primary Purpose of the role**

- 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.
- To uphold and promote a distinctive Christian ethos for Newington and the Spiritual, Moral, Social and Cultural development of all pupils across the two distinctive schools.

### **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 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 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 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.